NEWFOUNDLAND

POST OFFICE CIRCULAR

1939

NATIONAL POSTAL MUSEUM • MUSEE NATIONAL DES POSTES

Ref.
HE
6530.6
N43
1939

POST OFFICE CIRCULAR

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

(Index of Post Office Circular, 1939, pages 449 - 668)

Accounts

	PAGES
Account on which remittance being made to be shewn on account form	655
Accounts to be forwarded promptly after end of accounting term	492
Accounts to be prepared in duplicate, one copy being kept on file at office	523
British Bank Notes accepted by Postmasters on their own responsibility due to variations in rate of exchange	450
Cash and stock to be checked daily and systematically	459
Cheques, Instructions for acceptance of	467
To show endorsement of every person negotiating	567
C.O.D. Service, Accounting for	See Mails
Customs Excise labels, withdrawal of	578
Duty bill numbers not to be charged again	563
Duty parcels, Accounting for	See Mails
Errors to be avoided in accounts at Non Money Order Offices	495
Excess cash to be remitted each mail and on last day of accounting term	467
Form letter to accompany stamps returned to Head Office	587
Money Order Service, Accounting for	See Money Order
Mutilated coin not to be accepted by Postmasters	544
Only silver and copper coin of Newfoundland, United Kingdom, Canada and U.S.A. legal tender	544
Radio Licences. Accounting for	See Radio
Registered envelopes to Accountant, Cashier and Bank to be properly sealed	523
Remittance form to be prepared in ink	584
Remittance for Cashier or Bank. Instructions for preparing	531, 563
Remittances of cash to be addressed to Cashier	527, 531, 575, 584
Requisitions for cash by telegraph to be addressed to Accounts Office and sent in time to reach Head Office before noon	483
Rules for Postmasters to follow to ensure safeguarding of cash	545
Saleable forms to be requisitioned separately from stamps	523
STAMPS	
Christmas. Special requisition to be made	652
Emergency stamp issue	645
Postage Due Stamps	
Accounting for	563, 568
May be sold to collectors	628
Requisitions to be on proper form	575
To be supplied only to Money Order Offices	575
Requisitions	
Both parts of form to be completed by Postmaster	528, 548
To be addressed to Cashier	527, 531
To be on proper form	627

ACCOUNTS (Contd.) PAGES
Stamps (Cont'd.)
Royal Visit Commemoration 5c. value
Current stamp to be withdrawn during sale 481, 545, 557
Dates of sale 481, 545, 557, 578
First day covers .... Supplement 25 May, 1939
Not to be sold before 17 June, 1939 .... 544, 560
Requisitions 481
Telegraphs. Accounting for .... See Telegraphs
Term reports and accounts to bear the impression of office date stamps 575, 634

Bills for Payment

Certification of bills 629, 634
Preparation of relief bills 466, 614
To be forwarded by mail—not telegraphed 451
To be legible to avoid delay in payment .... 456, 539, 633.
To be prepared by payee and certified by Postmaster 633

British Air Craft. Identification and reporting of 655

Censorship

Admission of code in commercial telegrams 665
Admission of code in official telegrams 661
Consignee mail to be stamped 629
Information re censorship not to be divulged 622
Introduction of 50c. system of censorship of urgent correspondence 609
Language in which letters may be written 626
Mail to shew return address of sender 622, 646
Newspapers and periodicals to be mailed by publisher 625
Parcels to be examined by Postmaster before acceptance 625, 646
Ships' names not to be used in conjunction with specific dates in telegrams 622

Coastal steamers must be reported both inward and outward 538

Correspondence

From H. M. Forces on active service when shortpaid. Treatment of 631, 662
From outport offices
To be on memorandum form 561
To shew Postmasters signature and office of origin 547
To bear the impression of the office date stamp 634
To be in ink 584
Small O.H.M.S. envelopes to be used where possible 565
With other Departments to be had through Secretary 634

Date stamps. Change of year type 665

Emergency Regulations

Censorship. Introduction of 601
Censorship of urgent correspondence. Instructions for 609
Introduction of 24 hour telegraph service 603, 606, 619
Movements of shipping not to be reported 602, 619
Newspapers, etc., not to be accepted for despatch except from publishers with permit 602
No free "Confirmation of delivery" or "get answer" services allowed 611
Positions to be kept open for volunteers if Secretary's permission first obtained 649
Postmasters to write Secretary if regulations not understood 601
Radio transmissions, control of 607

EMERGENCY REGULATIONS (Cont'd.) PAGES
Regulations for letters and postal packets 601
Regulations for telegrams and cables 601, 603
Resumption of Money Orders payable in U.S.A. 631
Social conversations to cease over wireless and landline 610
Suspension of direct parcel post from Canada to Norway 622
Suspension of "Empire All-up" services and introduction Empire Surcharged Services 605
Suspension of leave except in case of sickness 597, 613
Suspension of Money Orders payable in U.S.A. 604, 608
Suspension of postal services to and from Germany 601
Suspension of postal services to and from Poland 622

Entry of unauthorized persons into Posts and Telegraphs Offices on private side forbidden 565

Fuel

Authority to purchase kindling wood for 1939-40 566
Coal supply for 1939-40 569

Inspectors. Matters brought to notice by 459, 596
Inspectors to report on necessary repairs 579, 585

Leave

May be accumulated for two years in outports 541
Officials not allowed in office without permission while on leave 565
Officials not to absent themselves from office without permission 533
Relief Bills. Instructions for preparing 466
Suspension of leave except in case of sickness 597, 613

Legal Actions Taken

Against Postmaster, Coombs Cove, for embezzlement 521
Against Postmistress, Port au Port, for irregularities 597
Against Postmistress, St. Brendans for embezzlement 493

Magistrates. Distribution of 618

Mail Bags

Empty mail bags to be returned to Head Office, not hoarded in excess of office requirements 458, 641, 662
Monthly reports of mail bags 497, 561, 593, 625
Questionnaire re mail bags in use during March, 1939 481
To be turned inside out to make certain they are empty 517

Mails

Acceptance of registered or insured mail for China forbidden except for British Colony of Hong Kong 470
Addressing of mail to members of H. M. Navy 662
Advice of Reception Service
Advice of Reception Cards to be returned to sender properly completed 521
Treatment of foreign Advice of Reception Cards 458, 630

AIR MAILS
Airmail must be fully prepaid before acceptance 503
Empire "All-up" Services.
Extension of All-up Services to Iraq and Kuwait 554
Suspension of All-up Services 605
Introduction of Empire Surcharged Air-Services 605
Introduction of gummed labels for air mail 594
May be despatched via New York 626

MAILS (Cont'd.) PAGES
Air Mails (Cont'd.)
Trans-Atlantic Air Mail Services
Imperial Airways
First Flight 582
Schedule 582
Mail to be forwarded to Botwood not Grand Falls for despatch by air 594
Pan-American Airways
First Flight 555
Schedule 562, 582
Suspension service from Botwood 614, 618, 626
Arrangements for delivery, etc., of mail by M.V. "Winifred Lee" 581, 619
Change in Main Line Train Services 542, 630, 662

CHRISTMAS PERIOD:
Christmas mails should be posted early 643
Latest posting dates, 1939.
Canada and U.S.A. 631
Dates set tentative owing to censorship 647
Newfoundland except St. John's 642, 654
Parcel mails for abroad (via Great Britain) 623
Reports on Christmas mails
To be forwarded to Assistant Secretary 667
To be forwarded to Director of Postal Services 449
Statistics for 1938 .... 451, 452
Combination packages to U.S.A. Introduction of 615

COURIERS:
Bills to be on authorized form and to shew name of contractor exactly as shewn on contract 550
Bills to be properly filled in by contractor and certified by Postmaster 456
Changes in courier services:
Discontinuance of service Coachmans Cove to Baie Verte 593
Establishment of new services:
Carmanville to Horwood 573
Harbour Buffett to Little Harbour East 573
Instructions regarding change from Summer to Winter Service 666
Summer to Winter Service .... 637, 647, 650, 654, 657, 663.
Winter to Summer Service 542
Contracts to be returned before bills can be paid 577
Couriers must identify themselves before bills can be paid over counter at Head Office 550
Couriers to connect with each other with both inward and outward mails 457
Couriers to take all mail offering in one trip 457
Date Stamps.
Official steel date stamps to be used on letters 550, 630
Stamps to be cancelled with steel date stamp 661
Use of date stamps on outgoing and incoming mails 514
Despatch by S.S. "Fort Amherst" during winter months for foreign countries 455
Direct Trans-Atlantic steamer schedule 489, 557
Films. Instructions for proper packing 590
Information regarding mail matter in or passing through an office not to be given to anyone but the addressee, or his agent 494
Instructions for handling of postal packets apparently containing dutiable articles which are not declared 590

MAILS (Cont'd.) PAGES

INSURED MAIL.

Instructions to Postmasters 514
Not to be accepted for China except British Colony of Hong Kong 470
To be kept in locked compartment or safe 514

LETTER BILLS.

Acknowledgment portion of letter bill to be forwarded to office of origin 498, 566
Instructions for treatment of letter bills 498
Letter bills must accompany every despatch of mail 498
To be date stamped on receipt 514

MAIL

Carriage of unstamped mail by private individuals prohibited 570
Coin cannot be sent abroad by mail 469, 630
Letters to be examined to ensure that if overweight they carry sufficient postage 570
Regulations covering transfer of money by mail 469
Should carry return address 554
To be assorted carefully to avoid errors and consequent delay in delivery and inconvenience to public 614
To be date stamped and postage stamps cancelled 466, 543
To be tied in bundles in divisions 458

PARCELS

C.O.D. Parcels.
Cash received for C.O.D. Parcels not to be returned to addressee 485
Charges must be paid before delivery made 485, 497
Money Orders for C.O.D. parcels to be sent to payees 664
Remitting for 640
Treatment of part "D" of C.O.D. tag 549

Duty Parcels.
Duty cash refund notices to be paid and returned as soon as possible 572
Duty cash refund notices to be properly completed before forwarding to Head Office 656
Instructions for redirection of, or return to sender of duty parcels 483, 518, 627
Instructions for return of duty parcels or claims for duty refund 469
Foreign parcels to be securely packed 646

Insured Parcels.
Care to be taken to ensure proper packing 587
Local parcel post bills to be retained by receiving office 529
Missing parcel bills to be searched for diligently and bag turned inside out to ensure its not being in the bag 458, 477
Ordinary parcel mail not to be used for forwarding money 469, 630
Parcels addressed to India must be addressed with full street address 546
Parcels must be checked against parcel bills 477
Regulations covering packing of parcels 461, 587

Postage Due Stamps. Introduction of, for payment of surcharges ~~553~~ 513
Prohibited publications, list of 553

MAILS (Cont'd.) PAGES

RATES OF POSTAGE

Empire All-up Services 554
Empire surcharged air services 606
Letters and Cards. Foreign 639
Letters and Cards. Local 639
Letters, communications, documents, bills and receipts in sealed or unsealed covers 494
Trans-Atlantic air mail services 554, 584
U. S. A. foreign air mail services 582, 650

Record books. Instructions governing use of 498

REGISTERED MAIL

Enquiries re registered mail to be answered promptly and fully 477
Failure to collect sufficient postage on registered mail 614
Introduction of new type gummed label 586
Instructions to Postmasters 514
Not to be accepted for China except the British Colony of Hong Kong 470
Registers addressed to India must be addressed with full street address 546
To be kept in locked compartment or safe 514

Sailings Coastal Steamers.
Final for 1939 643
Initial for 1939 522

Seals on mail bags received to be examined before bags opened 514

Short Paid Correspondence ....
Not to be taxed if from members of H. M. Forces on active service 631, 662
Postage Due Stamps.
Accounting for .... See Accounts
Introduction of for payment of surcharge 513
Not to be used in place of postage stamps 572

Small packets. Rules for acceptance of 642

Stamps previously used not to be used again for prepayment of postage 494, 638

Transfer receipts must be given and received for all mail received for delivery or given for despatch 633

Undeliverable correspondence. Treatment of 497

Money Orders

Afford safest means of transferring money in Newfoundland or abroad 469

Blank Money Order books to be requisitioned from Stores 526

C. O. D. .... See Mails

ISSUE.

Advice of Money Orders drawn on Great Britain and foreign countries must be sent to Head Office and not passed to remitter 572
Care to be taken that payee's name in full appears on advice of Money Order drawn on Great Britain 460
Correct exchange tables to be used 648
Exchange collected on Money Orders issued on the U. S. A. repayable if order presented for repayment 664
Issuing on European countries. Instructions for 433
Issuing on U. S. A. Instructions for 632, 656
Mutilated order to be replaced by new order 476
Office stamp to be used to date Money Orders 488, 520

MONEY ORDERS (Cont'd.) PAGES
PAYMENT
Correct exchange tables to be used 648
Date of payment to be shewn by office date stamp 488, 520
Instructions for payment of Telegraph orders 623
Proper and full endorsement must be made by the payee or his agent 515
Resumption of Money Orders payable in U.S.A. 631
Sterling equivalent of Newfoundland currency. Instructions for calculating 587
Suspension of Money Orders payable in U.S.A. 604, 608
Suspension of Money Orders to and from Czechoslovakia 520
Newfoundland Airport Office moved to new building 654
Newfoundland Ranger Force. Distribution of 546
Nomenclature, "Siam" changed to "Thailand" 614
Notices to the Public.
"Addressing mail" 554
"Addressing mail to H. M. Navy" 662
"Admission of code" 666
"Carriage of mail by private individuals" 570
"Exports and Imports through the Post Office" 618
"Forwarding of coin by mail" 469
"Suspension of Money Order service to U.S.A." 608
To be displayed only as long as necessary 649
"Use of postage stamps already used" 638
"Outbreak of War." Issue of White paper 649
Penalty for misappropriation of Post Office funds 607
Post Office Circular.
Binder for pages 241-448 461, 481
Index for pages 241-448 449, 461, 481
Telegraph Tariff Supplement 499, 501-512

Post Office Savings Bank

Advance notice of introduction of Post Office Savings Bank 545
General information regarding working of Savings Bank Supplement to P.O.C. 1 June, 1939
Post Office Savings Bank Account Forms. Preparation of 641

Radio

Broadcasting Corporation of Newfoundland. Inauguration 493
Certificates of proficiency. Holders of 495, 538, 635
LICENCES
Accounting for
Collection of licence fees for 1939. Instructions to Money Order and Non Money Order offices 495
Duplicate licences. Instructions to be followed in forwarding to Head Office 548
Uncertified cheques may be accepted for radio licences 556
Collection to be completed by 30 September, 1939 587, 627
Correspondence re licences to be addressed to Chief Accountant 539
Expiry date 31 December, 1939 596
If address changed old address to be shewn on back of duplicate 536
To shew full Christian names of licensee 535
Repairs necessary to be made to be recommended by Inspectors 570, 585
Rules for Postmasters to follow to ensure safeguarding of cash, etc. 545
Safes. Combinations to be sent to Staff Clerk by registered mail 457, 517

Salaries

PAGES

Payment of in December ... 657
Scales in outports ... 589

Statistics

Monthly Traffic Report.
- Amendment to Form ... 578
- Introduction of Reports ... 569
- Preparation of Reports ... 593

Statistical period for April 1939 ... 485
Statistical period for November 1939 ... 621, 634
Statistical returns to be made to Statistical Officer ... 537
Telegraph and Phonotelegram cash should not include cash from telephone branch offices ... 598

Stores

Delivery of uniforms delayed owing to delay in returning forms 581
Empty cartons to be returned to Stores ... 526
Inking pads for steel date stamps available 598
Requisitions.
- For batteries and tubes ... 526
- For Money Order books ... 526
- For Typewriter ribbons ... 565
- Preparation of ... 459, 518

Returned equipment to shew on outside of package name of office returning it ... 518
Stores Receipt Card. Return of ... 449, 526
Telephones out of use to be returned to Stores promptly 461, 515, 534, 609
Uniform equipment supplied ... 553
Unused equipment to be returned to Stores promptly 515, 609
Used lead seals to be free from ends of twine before returning to Stores ... 519, 598

Telegraphs

ACCOUNTING FOR.
- Care to be taken in preparation of daily check reports and they must be forwarded promptly 571
- Code messages under censorship. Accounting for 665
- List of Telephone subscribers to be attached to term statements 596
- Phonotelegram reports must be rendered monthly 528

Address "North Sydney" to be transmitted in full 639
Address of sender to be shewn on all telegrams accepted for despatch 623

AIRCRAFT
- Aircraft traffic to be given preferential treatment 470
- Weather conditions. Instructions for reporting for aircraft 470

Baie Verte. Telegrams to be routed via Coachman's Cove 619

BROADCASTING
- News items of public interest to be forwarded by service message ... 482, 538, 615
- News telegrams for V.O.C.M. may be accepted collect 592
- Superfluous words to be deleted from text 534, 592

CABLEGRAMS
- Acceptance of for
  - Canton, China ... 596
  - Japan ... 611
  - Martinique ... 599
  - Places outside Newfoundland ... 603
  - Shameen, China ... 596
  - Spanish Morocco ... 563
  - Swatow, China ... 563, 571, 596
  - Switzerland ... 660

TELEGRAPHS (Cont'd.) PAGES
CABLEGRAMS (Cont'd.)
Code or cypher not accepted to Roumania 527
Suspension of cablegram service to Poland 615
Check service messages to be answered promptly 619
Dead head and service message systems to be used only in cases of emergency 547, 619
Dead head service not to be used for enquiries re payment of Money Orders 619
Fines. Amount of, reduced from 50c. to 10c. 478

GREETING SERVICES
Christmas and New Year
Foreign 1939-40.
Rates, Fixed texts 658
Sender's own composition 658
To be delivered on special form 658

Local, 1939-40.
Filing dates 652
Fixed texts 651
Not to be subject to artificial delay 652
Rates. Fixed texts 652
Sender's own composition 652
Time of acceptance 651
To be delivered on special form 652
Statistics for Christmas 1938 .... 451, 463

Easter.
Foreign messages
Fixed texts 487
Instructions 487
Rates 487
Time in force 487

Local messages
Fixed texts 486
Instructions 486
Rates 486
Time in force 486
Traffic statistics 1939 523
Excess supply of Greetings forms to be conserved for future use 450

Mother's Day.
Fixed texts 499
Instructions 500
Rates 499
Time in force 499
Hours of business at St. John's on Sundays during Seal fishery 488, 530
Labrador wireless stations. Closing of 619, 635, 639
Establishment private office at Nain, Labrador 639
Opening of 560, 563, 567
Winter schedule 474
Maintenance. Notice of tenders for poles 455
No free "confirmation of delivery" or "get answer" services allowed 611
Notices sent by telegraphs to be displayed 519
Office connexions.
Correction list of telegraph offices and call signs 519
Victoria, C.B., connected to Carbonear to ensure secrecy of telegrams 463
Priority service not to be used on ordinary Departmental business 571
Public News Despatch to be copied daily at all offices 603

TELEGRAPHS (Cont'd.) PAGES

RATES

Bermuda via Anglo 611
CDE to Poland 491
Deferred telegrams 450
Ecuador 647, 655
Eire 648
Empire G.L.T. via Imperial 527, 639
Empire Press Rate—Cable and Wireless, Ltd. 473, 488
For private office at Nain, Labrador 639
From Hudson's Bay Co. Station at Hebron, Labrador 463
G.L.T. via Commercial and Anglo 663
Great Britain 648
Ice and weather reports 474
N.L.T. to Roumania 478
Press to Great Britain 523
Tariff supplement 499, 501-512, 530, 547
Transjordan 643
Urgent Press Service 643, 655

Routing indicator must be shewn 658
Routing of traffic for North America and Europe 559
Secrecy to be strictly observed 623

SERVICE

Emergency night service. Introduction of 619
Establishment of private office at Nain, Labrador 639
G.L.T. Service. Extension to Burma 659
G.L.T. Service via Commercial and Anglo. Introduction of 663
G.L.T. Service via Imperial. Introduction of 527, 547, 659
Isle Valen. Interruption of service 490
Port aux Basques to Canso. Restoration of Cable 559
Roberts Arm converted from telephone to wireless working 574
Urgent Press Service. Introduction of 643, 655

Service message system not to be used in reporting on postal business 523
Social conversations to cease over wireless and landline 610
Standard Time.
Based on time signal from New York daily 604
Standard Time (Newfoundland) Act of 1936 533, 618
Storage batteries and Delco chargers. Care of 470, 522, 556, 635

TELEGRAMS.

Acceptance of for Isle Valen to be subject to delay 490
Conditions under which telegrams accepted for transmission 490, 515
Contractions. Counting of 522
Office of origin not to indicate route unless instructed by sender 474
Rates for deferred telegrams 450
Routing indicators to be shewn 474
Words must be counted by sending and receiving operator 467

Telegraph arrangements for M.V. "Winifred Lee" 581, 619

TELEPHONE

Bordeaux, Discontinuance of community telephone 578
Inauguration International Telephone Service Newfoundland to Canada 453
Inauguration Radio Telephone St. John's to Burin Peninsula and Grand Falls area 559
List of telephone offices and connecting offices 471, 474, 475, 479,482, 519, 544

Traffic must be cleared before office closes 559
Travellers Collect cards issued 551
Weather and ice reports to be forwarded daily 474
Weather forecasts to be displayed prominently 604

POST OFFICE CIRCULAR.

THURSDAY, 5th JANUARY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

Buchans .....John W. Clouter, Messenger, effective 31st December, 1938. Salary $180. per annum. Applications close 21st January, 1939. Advertised locally.

Index for Post Office Circular

An index for pages 241 to 448 of the Post Office Circular is now in the course of preparation and it is hoped to have it ready for distribution early in February. One copy will be sent to each office and on its receipt the Circulars to which it refers should be bound together and kept in a convenient place for easy reference.

If any office is missing any copies of the Circular the Postmaster should write the Staff Clerk and ask for fresh copies.

STORES

Receipt Cards

The attention of Postmasters is again drawn to the instructions appearing on pages 321 and 333 of the Post Office Circular in connection with Stores Receipt Cards (Form 1300). It is essential that these cards be signed and returned immediately on receipt of packages by Postmaster.

MAILS

Christmas Reports

The attention of Postmasters is again drawn to the instructions appearing on Page 414 of the Post Office Circular of the 3rd November concerning Christmas Reports. These reports are to cover the period 15th December, 1938, to 6th January, 1939, and must be sent forward to the Director of Postal Services by the first mail after the 6th January.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 5th January, 1939. Delivery should be effected in Montreal and New York on or about Monday, the 9th January. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF ATHOLL" due to sail from Halifax on the 14th January and arrive at Greenock on the 21st January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "PRESIDENT HARDING" due to sail from New York on the 11th January and arrive at Southampton on the 19th January.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for

despatch, same day, on Monday, the 9th January. Delivery should be effected in Montreal and New York on or about Friday, the 13th January Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF ATHOLL" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "PARIS" due to sail from New York on the 14th January and arrive at Plymouth on the 21st January.

TELEGRAPHS

Seasonal Telegraph Office Closed

The seasonal Postal Telegraph Office in the seasonal Railway Station at Whites Road was closed as from the 30th November.

Deferred Telegrams

Effective from the 1st January, 1939, Cables accepted in the Deferred rate classification will be subject to a minimum charge for five words, the indicator, address and signature being counted in this minimum count.

The basic charge per word for Deferred messages will continue to be one-half of the full (ordinary) rate.

For example:—If a Deferred message is accepted containing three or four chargeable words including address and signature, the charge to be collected is for a minimum of five words.

Conserving Excess Supplies of Greetings Forms

The difficulty of estimating the public needs when supplying special printed forms and envelopes to Outport Offices makes it desirable to control the issue of supplies. Postmasters should, therefore, see that any forms which are not used are carefully put away in the large strong envelopes in which they are mailed, in order that they may be kept clean and tidy for use on a future occasion.

ACCOUNTING

British Bank Notes Included in Remittances of Cash

Remittances of cash by Outport Postmasters to the Cashier at Head Office and to the Bank of Montreal sometimes contain British Bank Notes. These Bank Notes are usually converted by the Postmasters at the rate at which British Money Orders are paid, namely, $4.80 to £1.

The Post Office conversion Tables are not for use in determining the value of Bank Notes tendered in payment for Money Orders, Stamps, etc., as the rates used for payment of Money Orders are usually higher than the bank rate.

Before accepting a British Bank Note a Postmaster must telegraph Head Office asking its value. Such notes must be remitted as soon as possible after acceptance as exchange rates vary from day to day. These Bank Notes are accepted at the Postmaster's responsibility. This means that if, owing to a variation in the exchange, the note is worth less on its receipt at the Bank than it was when accepted at the Post Office, the difference must be made good by the Postmaster, who may, if he wishes, endeavour to collect it from the person from whom he accepted it.

Stolen Canadian Postal Money Order Forms

The following Canadian Money Orders have been reported stolen:—

Toronto Sub Office 94, Ontario ... . Nos. 903 to 1,000

The above Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937.

Correction

The total number of Money Orders issued during October, 1938, was 21,148, not 2,148 as shewn on page 448 of the Post Office Circular of the 29th December, 1938.

Bills Presented for Payment

All bills presented to Postmasters in respect of work done with the authority of Headquarters must be sent forward by mail. Bills must not be telegraphed.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries except Canada and the U.S.A. is $4.87 to the £1.

The exchange rate for paying is $4.80 to the £1.

Table D ..... For Issuing
Table B ..... For Paying

CHRISTMAS TRAFFIC

In the Post Office Circular of the 6th January, 1938, reference was made to the record Christmas traffic handled.

It is worth mentioning that last year's record for Greetings Telegrams was exceeded this season, notwithstanding the fact that the ordinary business showed a slight decrease.

From the 14th to the 29th December, 1938, inclusive, a total of 17,467 Greetings Telegrams were handled, as compared with 16,710 for the same period last year. When the complete returns are in at the end of the period covered by the special Christmas rate it is estimated that the Greetings messages will number about 20,000 as compared with 18,642 last season, an increase of about 7%.

This is a demonstration of the increasing popularity of the Greetings Services. This popularity is due in a great measure to those Outport Postmasters and Operators who missed no opportunity to advertise the service in their districts.

The number of letters and cards handled in the St. John's General Post Office also shews a marked increase over last year's figures.

The following figures will serve to give some comparison of the work dealt with by the General Post Office and the Head Telegraph Office, St. John's, for the Christmas Season this year as compared with last year.

LETTERS AND CARDS	1937	1938	Increase or Decrease
Number of items of mail passing through stamping and counting machines from 10th to 26th December inclusive	406,690	480,796	74,106
Estimated number of letters and cards received from abroad and from Outports	160,000	210,000	50,000
(The above figures do not include newspapers, packets and circulars of which a large number was handled).			
NO. OF BAGS OF MAIL HANDLED FROM 10th to 26th DECEMBER INCLUSIVE			
Letter and papers received	2,720	2,489	231
Letters and papers despatched	2,218	1,979	239
Local parcel bags despatched	3,673	3,353	320
Foreign parcel bags despatched	201	216	15
Foreign parcel bags received	1,678	1,387	291

DUTIABLE PARCELS	1937	1938	Increase or Decrease
City Delivery	4,737	4,467	270
Outport Delivery	11,107	7,080	4,027

DUTIABLE VALUE	1937	1938	Increase or Decrease
City Parcels	$7,125	$6,475.	$650.
Outport Parcels	$11,349	$8,207	$3,142.

REGISTERED ITEMS	1937	1938	Increase or Decrease
Received for delivery and despatch	15,968	20,292	4,224

TELEGRAPHS			
Paid Telegrams dealt with from 1st to 29th December inclusive	56,654	54,246	2,408
Greetings Telegrams dealt with from 14th to 29th December inclusive	16,710	17,467	757

(These figures are included in those of paid telegrams).

POST OFFICE CIRCULAR.

THURSDAY, 12th JANUARY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. John's Head Office ..... Miss Maria Hickey to be Shorthand-Typist in the Accounts Branch as from 1st January, 1939.

Middle Brook, Gambo ..... Mrs. Darius Pond to be Telephone Attendant as from 1st January, 1939.

Bloomfield ..... Mr. William Reader to be Postmaster and Telephone Attendant as from 16th January, 1939.

Eastport ..... Mr. Harold Squire to be Postmaster and Telephone Attendant as from 10th January, 1939.

Corner Brook ..... Mr. Harold Dower to be Messenger as from 1st January, 1939.

RESIGNATION

Bloomfield ..... Mrs. F. Greening, Postmistress and Telephone Attendant, effective 15th January, 1939. Not advertised.

RETIREMENTS

St. John's Telegraph Delivery ..... Messrs. Harold LaFosse, Herbert Gill and Peter Maloney, Messengers in the St. John's Telegraph Delivery, to retire on the 31st January, 1939, having reached the age limit for messengers.

Opening of New Office

Middle Brook, Gambo ..... A Postal Telephone Office was opened at Middle Brook, Gambo, on the 1st January, 1939, in the residence of Mrs. Darius Pond, Telephone Attendant. The office will handle telegraph traffic only, which will circulate by telephone via Gambo. The nearest office for Postal and Money Order work is Gambo.

INTERNATIONAL RADIO TELEPHONE SERVICE BETWEEN NEWFOUNDLAND AND CANADA

A new and important link in the communication system of Newfoundland was forged when the International Radio-telephone Service, by means of which the exchange systems of St. John's, Newfoundland, and Montreal can be put into direct communication by telephone, was formally opened on the 10th January by Their Excellencies, Lord Tweedsmuir, P.C., G.C.M.G., C.H., Governor General of Canada, and Vice Admiral Sir Humphrey Walwyn, K.C.S.I., C.B., D.S.O., Governor of Newfoundland. The inaugural speeches were as follows:—

Lord Tweedsmuir

"This evening, as we open the first Radio Telephone Service between Newfoundland and Canada, I am reminded of the legend carved above the entrance to Broadcasting House in London. That legend runs: "Nation shall speak peace unto Nation," and it must give all who read it the

same thrill that it gave me some years ago, when the art of Radio communication was much younger. To-night the promise of that motto is again fulfilled as Canada speaks to Newfoundland. Not for entertainment alone do the engineers strive continually to develop new uses to which the ever-increasing scope of the Radio and Telephone arts can be applied.

To-night we inaugurate a new Radio Telephone connecting any office or home in Newfoundland with any office or home in the world where there is a telephone connection. It will serve Newfoundland just as long-distance telephone lines serve in Canada—making possible the immediate and conversational interchange of the personal and business problems of the people of Newfoundland with those of their family, social and commercial connections in Canada, in the Empire and the world at large. The value of the spoken word in speeding business across the sea is now available to the business-man of Newfoundland when he picks up his telephone-receiver.

This Radio Telephone can speed—not only the wheels of Newfoundland industries—but also the "wheels of commerce" between the Old and the New World, when transatlantic air-liners begin to call on regular schedule on the Newfoundland air-port in the near future. With all the benefits that this new Radio Telephone service implies actively in mind, it is my pleasure and privilege, on behalf of the people of Canada, to welcome the people of Newfoundland into the circle of communities which are linked by the telephone."

Sir Humphrey Walwyn

"I thank your Excellency on behalf of the Government and people of Newfoundland for the warm words you have just used. The inauguration of the first regular Radio Telephone Service between Newfoundland and the rest of the world is a matter of very great significance to us here. It is a much-needed development from many points of view, one that is almost indispensable to modern life, and that will, I feel sure, be of material benefit not only to Newfoundland but to her great sister Dominion.

Through the radio channel which we are opening to-day, we shall be able to speak from St. John's to the whole Continent of North America. We shall also be able to communicate across the trans-Atlantic channel with the United Kingdom and thus speak directly to the Mother Country with whom we are so closely attached. Furthermore, inter-communication will be established with most of the other countries of the Old and New World.

Even at this very moment my words are being transmitted by Radio broadcast througnout Canada. For the first time in History, words spoken here in St. John's, Newfoundland, are being heard over the wide range of the great North American Continent.

This historic moment recalls another occasion thirty-eight years ago at the Cabot Tower, St. John's, a spot just a mile away from where I am speaking. There, on the famous Signal Hill, overlooking the Atlantic, on the twelfth day of December, 1901, Signor Marconi received the first wireless signal across the ocean from Europe. From that day to this, the invention of the great Italian scientist has gone from wonder to wonder, until at the present time, the wireless wave is second to none as an agency of human communication. I have heard with much appreciation, the proposal of the Canadian Marconi Company, whose constructive skill and organisation have brought this Wireless Telephone Service into being, to set up a pillar on Signal Hill to commemorate that first historic radio message of December 1901.

I should like to take this opportunity of paying a tribute to the fine work of the Canadian Marconi Company, the Avalon Telephone Company and the Bell Telephone Company of Canada, who have successfully triumphed over all the difficulties attending the establishment of this service.

I again thank Your Excellency, and, through you, the people of Canada for the kindly words you have spoken. They are warmly reciprocated by the people of Newfoundland. On their behalf I express my pleasure at being able to exchange this greeting with you. We wish every success to the new Radio Telephone Service, and hail it as one more step in the establishment of closer links between the countries of the British Commonwealth of Nations."

Sir Walter Womersley, M.P., Assistant Postmaster General in Great Britain also spoke with Hon. J. H. Penson, M.C., Commissioner for Finance, and Hon. J. C. Puddester, Vice-Chairman of the Commission of Government.

By means of this new telephone service it will be possible for subscribers who are under the control of the St. John's Telephone system to be placed in communication with telephone subscribers in Canada and the United States through the facilities of the Bell Telephone Company, and by means of the Transatlantic Beam Service between Canada and Great Britain with telephone subscribers in the British Isles, and with subscribers in others parts of the World through the International Telephone Exchange in London.

Special privacy equipment is installed in the telephone exchanges in St. John's and Montreal which makes the speech of a subscriber unintelligible to any unauthorised listener to the radio transmission.

The basic rate for a three minute conversation between a subscriber in St. John's and a subscriber in Montreal is $7.20.

MAILS

Despatch of Mails by S.S. "Fort Amherst"

The Winter schedule of the S.S. "FORT AMHERST" shews that she will be arriving and leaving St. John's every other week. At certain times her day of sailing is given as Saturday and at other times as Friday.

Whenever the day of sailing of this steamer is on Saturday, and at such an hour so that a despatch of letter mails would likely be of advantage to the public, such a despatch will be arranged and the time of closing of the mails at St. John"s Head Office and Branch Offices will be notified to the public as soon as it is known.

Whenever the sailing day is Friday there is little advantage to the public in making a despatch, because the amount of international correspondence on hand after the train despatch at 5 p.m. on Thursday is insufficient to warrant another despatch on Fridays.

Whenever a despatch can be made on Saturdays its main advantage to the public will be in the way of giving an opportunity for reply to the international mails arriving at St. John's by the main line cross country route on Friday night.

As far as can be foreseen at present the despatches which will be made by the S.S. "FORT AMHERST" in the near future will be on the 21st January and the 4th February. At other times the S.S. "FORT AMHERST" is scheduled to sail on Fridays and a despatch will only be made provided her sailing from St. John's is delayed by conditions at present unforseen.

The S.S. "BELLE ISLE" which will rotate week by week with the S.S. "FORT AMHERST" is scheduled to sail from St. John's every other Friday. In cases, however, where the S.S. "BELLE ISLE" would be delayed in sailing from St. John's until the following day a despatch of letter mails will be made under the same conditions as would apply in the case of the S.S. "FORT AMHERST."

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 12th January, 1939. Delivery should be effected in Montreal and New York on or about Monday, the 16th January. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "ASCANIA" due to sail from Halifax on the 15th January and arrive at Plymouth on the 22nd January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "WASHINGTON" due to sail from New York on the 18th January and arrive at Plymouth on the 25th January.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 16th January. Delivery should be effected in Montreal and New York on or about Friday, the 20th January. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF BEDFORD" due to sail from Halifax on the 21st January and arrive at Greenock on or about 28th January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AQUITANIA" due to sail from New York on the 21st January and arrive at Southampton on the 27th January.

TELEGRAPHS

Tenders for Poles

The following notice calling for tenders for poles, which has been published in the Press, should be copied by all Postmasters in the districts concerned, and exhibited on the public side of their offices:

NOTICE

Tenders are invited for a supply of Telegraph poles on the following Sections:—

Between Arnolds Cove and Terra Nova ... .376—20ft. Poles
Between Gambo and Kittys Brook ... .781—20ft. Poles
3—30ft. Poles
Between Kittys Brook and St. Fintans ... .784—20ft. Poles
10—30ft. Poles

All poles must be black spruce or juniper, sound, straight timber, measuring not less than six inches in diameter at top. Delivery to be made not later than 1st June, 1939.

Tenders should state price per pole loaded on Railway cars (which carry 85 to 100 poles) at Sidings, and at what points on Railway poles would be loaded.

The lowest or any tender not necessarily accepted. The Department in accepting the price of any tender reserves the right to determine the number of poles which shall be supplied by any Contractor. Tenders will be received up to 21st January 1939.

Envelopes should be marked "Tender for Poles."

Secretary.

ACCOUNTING

Courier Bills for Payment

The attention of all Postmasters is drawn to the courier bills passed to them for certification. Bills are received at Headquarters not properly filled in, Post Office address of couriers not given and period of service not quoted.

In future all courier bills not properly completed will be returned to the Postmaster before payment can be made.

Certification of Bills

The attention of all Postmasters is drawn to page 131 of the Post Office Circular dated 1st July, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries except Canada and the U.S.A., is $4.87 to the £1.

The exchange rate for paying is $4.80 to the £1.

Table D.... ....For Issuing
Table B.... ....For Paying

POST OFFICE CIRCULAR.

THURSDAY, 19th. JANUARY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

New Year Honour

His Majesty the King has been graciously pleased to confer upon Mr. Arthur William Shano the honour of Membership of the Most Excellent Order of the British Empire (Civil Division).

The Department extends its congratulations to Mr. Shano upon the award of this honour. Mr. Shano recently retired from the Service after occupying for many years the position of Clerk-in-Charge of the Newfoundland Post Office at North Sydney.

Safe Combinations

In order that records of safe combinations may be brought up to date it is requested that every office having a safe send the combination under confidential cover to the Staff Clerk by return mail.

The combination should be written on a sheet of paper showing the make of safe, serial number of safe, the office name and date of report.

These combination records must be sent by registered mail.

MAILS

Conveyance of Mails by Couriers

Postmasters at starting points for couriers are requested to draw their attention to Section 7 of their contract, which reads as follows:—

"In the event of the Contractor being unable to carry by his ordinary means of conveyance all the mail offered for any trip, the Contractor shall provide, at his own expense, additional means of conveyance for such surplus mail. Such surplus mail shall be carried at the same time as the regular mail for the trip in question."

When a courier does not take all the mail offered in one trip a report should be made to the Director of Postal Services stating the reason therefor.

Winter Courier Services

The attention of Postmasters is drawn to the item appearing on page 249 of the Post Office Circular of the 20th January, 1937, which reads as follows:—

"Unless weather conditions make it impossible to do so, Couriers should connect with each other with both inward and outward mails. A Courier should not leave his farthest point on the return journey without the mails from Couriers at points farther distant. This applies particularly to mails for outward despatch. In a few cases it has been found that Couriers reach their destination points with inward mails and return to their starting points without waiting for the connecting Courier with outward mails. It is the duty of Postmasters to see that an inward and outward mail is conveyed on every trip and any failure in this connection must be reported immediately by telegraph to the Director of Postal Services."

Assorting Divisions

Contrary to the instructions appearing on page 37 of the Post Office Circular of the 21st January, 1937, certain Postmasters continue to despatch mixed bundles of letters to the T.P.O. Clerks when they have a sufficient number to make the required divisions. Whenever there are as many as 15 letters for a particular division a separate bundle should be prepared and labelled as such. Any officer who fails to carry out these instructions renders himself liable to disciplinary action.

Mail Bags

There is reason to believe that certain Postmasters are not carrying out the instructions given on pages 6 and 7, and subsequent pages, of the Post Office Circular with reference to the return of mail bags. It is impossible to maintain an adequate supply of bags within the service unless empty bags are returned promptly to the office from which they were received. Mail bags should never be hoarded at an office or used for any purpose except the lawful one. Certain of the larger offices are permitted to keep a reserve supply of mail bags for their needs but this reserve should not be exceeded without proper authority. Any officer who fails to carry out these instructions renders himself liable to disciplinary action.

Missing Parcel Bills

A number of complaints have been received by the Head Postmaster of St. John's from Outport Postmasters stating that parcels have reached their offices without the corresponding bills. Although it is possible that, owing to an error in assorting, these bills may have gone to some other Post Office, it is felt that, in many cases, the Postmaster would find them in the bag if he made a careful search.

In order to avoid the possibility of any item of mail being left in the bag, Postmasters must turn every bag inside out when they have removed the mail from it.

Foreign Advice of Reception Cards

Postmasters are reminded that Advice of Reception Cards received from the U.S.A., Canada and any Foreign Country are to be returned to the office from which they are received by ordinary mail and that they are not to be registered.

These cards are only to be returned by registered post when they are Newfoundland's own Advice of Reception Cards (Form 1295).

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday the 19th January. Delivery should be effected in Montreal and New York on or about Monday the 23rd January. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "AUSONIA" due to sail from Halifax on the 22nd January and arrive at Plymouth on the 29th January. In the event of connexion not being made with the S.S. "AUSONIA" at Halifax on the 22nd January this mail will go forward by the S.S. "ANTONIA" due to leave Halifax on the 23rd January and arrive at Liverpool on the 1st February.

Correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General, East and West End Post Offices, St. John's, for despatches by the S.S. "FORT AMHERST" on Saturday the 21st January. Notice re the closing hour will be posted in the General, East and West End Post Offices. Mails for Great Britain and Transatlantic countries will be held over for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 27th January and arrive at Liverpool on the 2nd February.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday the 23rd January. Delivery should be effected in Montreal and New York on or about Friday the 27th January. Correspondence for Great Britain and Transatlantic

countries will be held over for despatch via the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AMERICAN BANKER" due to leave New York on the 27th January and arrive at Plymouth on the 5th February.

STORES

Use of Stores Requisition Forms

The attention of Postmasters is again drawn to the instructions on page 103 of the Post Office Circular of the 13th May, 1937.

It is necessary that when requisitioning for supplies the proper requisition forms are used. If any office is without these forms a request for a supply should be made to the Controller of Stores.

There are two columns for use by the official making the requisition.

(1) **Quantity required.** This column must be filled in with a definite number. In future requisitions received giving no definite number in this column, or requisitions for a "supply" of various materials will be returned for correction.

(2) **Description.** This column is to be used to describe the material required. When a standard form is required both the Form No. and the name should be given, for example: "Non-Money Order Accounts Sheets, Form No. 1020." If there is no Form No. a general description of the article should be given.

It has been the practice at several offices to make requisition for a "Set of Batteries" or a "Set of Tubes." When requisitioning for batteries the number and name required should be stated, for example "1 A. Battery, 5 B. Batteries."

When requisitioning for Transmitter Tubes it should be borne in mind that some Transmitters require different number of tubes from others. It is essential, therefore, that the number of tubes required should be stated, as for example: 1 Set of 2 Transmitting Tubes" or "1 Set of 3 Transmitting Tubes" as the case may be.

Only the official in charge is authorised to sign requisitions.

MATTERS BROUGHT TO NOTICE BY INSPECTORS

Checking Cash and Stocks

It has been observed by the Inspectors that many Postmasters do not keep a systematic check on the cash and stocks entrusted to their care. In addition to the general check up at the end of every Accounting Term Postmasters must make a daily counter check.

In order to do this Postmasters should place in the counter drawer every morning the amount in stamps and cash which they consider will be required for the day's business. If additional stamps are needed during the day they should be purchased from the safe, that is cash to the value of the stamps required should be transferred from the drawer to the safe at the same time as the stamps are taken from the safe. At the end of the day the cash and stamps in the drawer must be counted. The total should equal the cash and stamps put in the drawer in the morning, plus the value of duty parcels delivered during the day, plus the cash received for miscellaneous items such as taxed letters, plus the cash received for telegrams, plus the cash received for money orders less the value of money orders paid as shown on the Paid Sheet.

In offices where there are two or more officials, a drawer should be assigned to each official and an imprest of cash and stamps allowed him. The Postmaster must check each drawer daily at the close of business and transfer the cash and stocks from each drawer to the safe. No official must have access to another's drawer.

Where possible definite duties should be assigned to each official and messengers or junior officials should not be allowed to handle money order business.

Any Postmaster who finds difficulty in laying out a counter system, which will simplify checking and establish individual responsibility for cash, stocks, registers and insured parcels, should write the Inspectors Division, General Post Office, St. John's, stating his difficulties. A plan will then be drawn up and sent to him

ACCOUNTING

Money Orders on Great Britain Incorrectly Filled In

Considerable trouble is caused by certain Postmasters who when issuing Money Orders on Great Britain neglect to enter the payee's name in full on the advice. For example:—"S. C. M. Press" was shown by one Postmaster instead of "Students Christian Movement Press."

As it is essential that the full particulars be given by the Accounts' Branch when advising these orders on Great Britain, it is found necessary to obtain these particulars by telegraph in cases where they are not given on the advice.

A little more care and attention by the issuing Postmaster could eliminate the need for a great number of these telegrams and incidentally expedite payment of the money orders which, in some cases, is delayed because the information required has not been received up to mailing time, making it necessary to hold the advice over until the next mail, whereas the money order has gone forward. Money Orders are not paid in Great Britain until the advice has been received at the paying office.

Postmasters should see that the full particulars are given before mailing the advices to the Accounts' Branch.

If Postmasters persist in omitting to give the essential information from the advice they will be required to pay for the telegrams exchanged in order to obtain this information.

Money Order Sterling Rate Of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.87 to the £1.

The exchange rate for paying is $4.80 to the £1.

Table D. .... For Issuing
Table B. .... For Paying.

POST OFFICE CIRCULAR.

THURSDAY, 26th JANUARY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

APPOINTMENT

St. John's Telegraph Delivery ..... Mr. Michael G. Baird to be Telegraph Messenger as from 1st January, 1939.

PROMOTIONS

St. John's G.P.O. ..... Mr. Gerald Woodford, Clerk in the Stores Department, to be Assorting Clerk as from 1st January, 1939.

St. John's G.P.O. ..... Mr. Frederick Jenkins, Letter Carrier in the St. John's G.P.O., to be Assorting Clerk as from 1st January, 1939.

Stores Department, St. John's ..... Mr. George Callanan, Porter in the Stores Department, to be Clerk in the Stores Department as from 1st January, 1939.

Binders for Post Office Circulars

Binders for Post Office Circulars will be forwarded every office receiving the Circular. They will be sent with the index to the Circular, which will be ready about the middle of February.

STORES

Telephones

The attention of Postmasters is again drawn to the necessity for promptly returning to the Stores all disused Telephones. A number of these instruments are now overdue and officials should take steps to see that same are immediately returned by freight. The name of the office of despatch should be marked on the outside of the package.

MAILS

Packing Regulations for Parcels

Recently two ordinary cardboard packages, containing butter, were received at the St. John's General Post Office in a condition unfit for further despatch, and had to be destroyed. In one case a considerable quantity of other mail was soiled by grease from the melted butter.

The following regulations for the packing of parcels are repeated from the Post Office Circular of the 29th July, 1937, Pages 145 to 146:

> "Cases frequently arise of damage to other mails by reason of the insecure packing of certain types of parcels. When parcels are handed in at Post Offices for despatch officials should insist upon the following standards of packing and should refuse to accept parcels which, in their opinion, will cause damage to other mails.
>
> **Fruit,** and more especially **soft fruit** such as Partridge Berries or Blue Berries must be so packed that the juice cannot exude or serious damage to the mails may result. Metal boxes with tightly fitting lids should be used, securely tied with string crossing

the lids in two directions. No parcels should be accepted which contain soft fruit packed in a chip or wicker basket or a cardboard box, or a tin box with a lid that is not both tightly fitting and securely tied. The parcel should be marked "Fruit with care."

Liquids. Tins containing liquids must be securely sealed. Tins containing a pint or more should be packed in wooden boxes or wicker cases. Bottles, containing liquids, must be firmly sealed. Each bottle should be wrapped separately and special attention paid to the wrapping around the shoulders of the bottle. The bottle or bottles should be securely packed in a rigid box of wood or metal or (in the case of very small packets) strong corrugated cardborad with plenty of soft packing between the bottles, and the top, bottom and sides of the box. The soft packing must be of saw-dust or some spongy substance in sufficient quantity to absorb all the liquid contents in case of breakage, and the box used must open at one end only and have a tightly fitting or screw lid.

Fish and Meat. Parcels of fish and meat should be marked "perishable" and must be so packed as to prevent contact of the contents with other postal packets or leakage of any moisture. They should not be accepted for any destination to which the parcel is not likely to arrive within three days of posting.

Eggs. The safe transit of Eggs cannot be guaranteed, but the following method of packing is recommended: Use of a wooden or other rigid box with suitable partitions and a well fitting lid. Wrap each egg separately in newspaper or other soft materials. Place the eggs on end, each in a separate partition, and fill up the vacant spaces in the box with newspaper or cotton waste. Mark the parcel "Eggs."

Butter, Cream, Semi-Liquid and greasy or strong smelling articles must be so packed that the contents will not soil or taint other packets. Where a tin is used, e.g. for cream, the lid must fit tightly and the tin should be wrapped in grease-proof or corrugated paper and securely tied with string crossing the lid in two directions. Semi-liquids, butter and other greasy substance must have a securely closed inner cover of grease-proof paper or some substance impervious to moisture and grease, in addition to an outer covering of wood or metal sufficiently strong to prevent any risk of the contents escaping during transit.

The Staff should acquaint the public of the above instructions at any suitable opportunity."

Postmasters must exercise the greatest possible care to see that all parcels accepted for transmission by post conform to the requirements of these regulations. Any which do not so conform or which in their considered judgment would be likely to cause damage to other mails if accepted for transmission should be refused.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 26th January. Delivery should be effected in Montreal and New York on or about Monday, the 30th January. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 27th January and arrive at Liverpool on the 2nd February, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "DEUTSCHLAND" due to sail from New York on the 1st February and arrive at Southampton on or about the 8th February.

Correspondence for Great Britain, Canada. the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 30th January. Delivery should be effected in Montreal and New York on or about Friday, the 3rd February. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "MONTROSE" due to sail from Halifax on the 4th February and arrive at Liverpool on or about the 12th February. Correspondence endorsed "Via New York" will be forwarded to New York for despatch by the S.S. "AQUITANIA" due to sail from New York on the 4th February and arrive at Southampton on or about the 10th February.

TELEGRAPHS

Hebron, Labrador

In September last a Private Commercial Wireless Station was opened at Hebron, Labrador, by the Hudson's Bay Company under licence from the Department of Posts and Telegraphs working through Cartwright and Battle Harbour.

The tariff is the same as Battle Harbour and other Labrador Stations, i.e. 55 cents for ten words or less and 4 cents for each additional word.

A flat rate of 50 cents per message is charged by the Hudson's Bay Company, which is collected at the Hebron end.

Victoria, C.B.

As from 9th January the Post Office at Victoria, C.B., which formerly operated on a party line, was connected to Carbonear its repeating Telegraph Office, to ensure greater secrecy to telegrams circulating between the two offices.

Traffic

The total number of paid telegrams for December was 57,477, of which 2,011 were sent by the Priority Service. The total for December 1937 was 58,431.

The total number of service messages for December was 5,730, as compared with 5,056 for December 1937.

The number of D.H. messages for December was 1471, as against 1680 in December 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message Service consisted of 10,581 words, which is equivalent to 7,150 telegrams, an increase over December 1937 of the equivalent of 1,210 telegrams.

Greetings Messages

The number of Greeting Telegrams handled during the period from 16th December 1938 to 6th January 1939 was as follows:—

Domestic		
Special Rate	15,014	
Ordinary Rate	2,723	
		17,737
Exchanged with Other Administrations		
Special Rate	1,556	
Ordinary Rate	1,043	2,599
A total of		20,336

The total for the Yuletide period last year was 18,624. This shows an increase over last year of 1,694.

Errors, Delays and Failures for December

During the month of December there were recorded—Errors 7, Delays Nil, Failures 1. The offices involved were as follows:—

ERRORS

Between	Grand Bank and Placentia	2	
"	Topsail and Wesleyville	1	
"	Topsail and St. John's	1	(Relief Operators)
"	Whitbourne and St. John's	1	(Relief Operator)
"	St. John's and Deer Lake	1	
At	Deer Lake	1	(Relief Operator)

FAILURES

At Grand Bank ... 1

A message was filed away unsent. The Postmistress at Grand Bank has been fined 50 cents for the failure of service at that office.

ACCOUNTING

Stolen United States and Canadian Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:

Centerville, Kans	Nos. 67539 to 67600 inclusive
Detroit, Stn. 55, Mich	Nos. 233797 to 233800 inclusive
North Georgetown, Ohio	Nos. 22263 to 22400 inclusive
McGaheysville, Va.	Nos. 46401 to 46600 inclusive
Eagletown, Okla	Nos. 36471 to 36600 inclusive

The following Canadian Postal Money Order Forms have been reported stolen:—

Hamilton, Sub-Office, No. 26, Ont. ... Nos. 189 to 400 inclusive

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular, 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Commission on Money Orders Drawn on U. S. A.

Amount of Order	
Any amount up to $5.00	10 cents
$ 5.01 to $ 10.00	20 cents
10.01 to 20.00	35 cents
20.01 to 30.00	50 cents
30.01 to 40.00	65 cents
40.01 to 50.00	80 cents
50.01 to 60.00	95 cents
60.01 to 70.00	1.10 cents
70.01 to 80.00	1.25 cents
80.01 to 100.00	1.50 cents

Postmasters should be careful to apply the above rates of commission when preparing money orders for payment in the U.S.A., and they are reminded that they are liable for any loss to the revenue which may arise through their failure to carry out their instructions.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.87 to the £1.

The exchange rate for paying is $4.80 to the £1.

Table D ... For Issuing.
Table B ... For Paying.

POST OFFICE CIRCULAR.

THURSDAY, 2nd FEBRUARY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

OBITUARY

The Department regrets to announce the death of Mr. C. J. Doyle, Postmaster of Doyle's Station, on the 16th January, 1939.

Mr. Doyle entered the service in 1921 as Postmaster at Doyle's Station.

APPOINTMENTS

St. John's G. P. O. ..... Mr. Gordon M. Hustins to be Letter Carrier as from 1st February 1939.

St. John's Telegraph Delivery ..... Mr. John Peddle to be Head Messenger as from 1st February, 1939.

St. John's Telegraph Delivery ..... Mr. Gerard Hickey to be Messenger as from 1st February, 1939.

St. John's Telegraph Delivery ..... Mr. John McCarthy to be Messenger as from 1st February, 1939.

St. John's Telegraph Delivery ..... Mr. Cyril Thistle to be Messenger as from 1st February, 1939.

Buchans ..... Mr. Theodore Noseworthy to be Messenger as from 1st February, 1939.

Pushthrough ..... Miss Amelia Rowsell to be Postmistress and Operator as from 1st February, 1939.

PROMOTIONS

Stores Department, St. John's ..... Mr. Alexander H. Andrews, Head Messenger in the St. John's Telegraph Delivery, to be Porter in the Stores Department as from 1st February, 1939.

RETIREMENT

St. Lawrence ..... Mrs. S. M. Kelly, Postmistress at St. Lawrence, to retire 28th February, 1939, on marriage.

VACANCY

St. Lawrence ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 20th February for the position of Postmaster and Operator at St. Lawrence at a salary of $480. per annum. Wireless telegraph qualifications are essential.

Applicants will please state name in full, date of birth, educational qualifications, departmental experience and the names of two people outside the Service to whom application may be made with reference to character. The successful applicant will be required to produce a certificate of medical fitness.

Officials desiring to offer themselves for the post should do so through their immediate superior officers.

Payment of Relief

The attention of Postmasters is again called to pages 117 and 361 of the Post Office Circular regarding payment of relief officials:

1. Relief officials engaged at a monthly rate will be paid in the proportion of the number of days they are engaged to the total number of days in that month. For example, a person engaged from 7th to 20th December at $40. per month would receive fourteen thirty-firsts of forty dollars. A person engaged from 7th to 20th June at $40. per month would receive fourteen thirtieths of forty dollars.

2. Relief officials engaged at a daily rate will be paid only for the days on which they work. For example a person engaged from 7th to 20th December, where he is not required to work Sundays, would receive 12 days pay.

3. In all cases bills must be prepared by the person presenting them, who must shew on the bill the period during which he works.

The Postmaster must then shew the order number on the bill, state the period during which the expenditure was incurred, check the calculation of the amount of the bill as in 1 or 2 and certify the bill as being correct in all respects.

It is important that bills shew the full name and postal address of the persons presenting them. If the Postmaster feels there may be some difficulty in deciphering these particulars he should write them in on the bill presented.

MAILS

Date Stamping of Mail

It has been brought to notice that some offices fail to date-stamp mail. This is highly irregular.

Every piece of mail received at an office for despatch, whether registered or ordinary, letter or parcel, must be stamped with a clear impression of the date-stamp of the office and the postage stamp used for the prepaying of postage must be cancelled.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 2nd February. Delivery should be effected in Montreal and New York on or about Monday, the 6th February. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "AURANIA" due to sail from Halifax on the 5th February and arrive at Plymouth on the 12th February. In the event of connexion not being made with the S.S. "AURANIA" at Halifax on the 5th February this mail will go forward by the S.S. "ANDANIA" due to leave Halifax on the 6th February and arrive at Liverpool on the 14th February, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "MANHATTAN" due to leave New York on the 8th February and arrive at Plymouth on the 15th February.

Correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General, East and West End Post Offices, St. John's, for despatch by the S.S. "FORT AMHERST" on Saturday, the 4th February. Notice re the closing hour will be posted in the General, East and West End Post Offices.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 6th February. Delivery should be effected in Montreal and New York on or about Friday, the 10th February. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF RICHMOND" due to sail from Halifax on the 11th February and arrive at Liverpool on the 18th February, but letters endorsed "Via New York" will be forwarded to New York for connexion with the S.S. "PARIS" due to leave New York on the 11th February and arrive at Plymouth on the 18th February.

TELEGRAPHS

Counting Words in Telegrams

Attention is drawn to the instructions contained on page 367 of the Post Office Circular dealing with the importance of checking all telegraph traffic to make sure that no words have been dropped from, or added to, the text of a telegram.

A case of gross negligence has recently come under notice involving the omission of 10 words from the text of a telegram. The sending operator missed out a complete line of the text consisting of ten words. The receiving operator appears to have failed to carry out instructions properly, with the result that the error was not detected and the telegram was delivered to the addressee with the ten words missing.

The sender of the telegram has complained to the Department of this bad service and it has to be admitted that he has just cause for his complaint. Errors of this description, which could easily be avoided if the Staff carried out instructions, tend to give the public a bad impression of the telegraph service of the Department.

The matter is brought to the attention of the Staff generally in order to impress upon them the importance of carrying out instructions, in the hope that they will take notice of this example so that such an error will not occur again.

Statement of Telegraph Traffic for the Calendar Year of 1938

The total number of paid telegrams dealt with during 1938, including Priority and Greeting Messages, was 493,601 as compared with 486,897 in the previous year, of which 21,806 were of the Priority Service. This is an increase of 61% in Priority telegrams and an increase of 1.3% for the whole service.

Phonotelegrams. 13,339 phonotelegrams were dealt with over the telephone service as against 11,317 in 1937, an increase of nearly 18%.

The external traffic dealt with through other Administrations shows a decline of 2.6% for the year.

Ship and Labrador Traffic through Signal Hill Wireless Station 14,319 as against 14,297 last year.

Greeting Traffic. During Christmas and New Year 20,336 messages were dealt with as compared with 18,642 last year.

The total Greeting traffic for the three periods, Easter, Mother's Day and Christmas, was 30,048 as compared with 26,531 for the previous year, an increase of 13%.

Errors and Failures. In 1938 there were 12 complaints of errors of service or 1 in each 42,445 messages dealt with, and 9 complaints of failure of service, which is 1 in each 56,215.5 messages.

ACCOUNTING

Remittances

The attention of Postmasters at Money Order Offices is drawn to the instruction appearing in Accounting Circular D.2 of the 7th July 1936, which reads as follows:—

> "As directed by Secretary's Circular No. 68 and subsequent telegraphed instruction, all cash in excess of the authorised cash reserve is to be remitted to the Bank by every mail and on the last day of the accounting term."

Any officer failing to carry out these instructions renders himself liable to disciplinary action.

Acceptance of Cheques

The attention of Postmasters is again drawn to the instructions contained in Secretary's Circular No. 6 of December 1934 with reference to the acceptance of cheques from the public. Special attention is directed to paragraph 2 of those instructions which reads as follows:—

> "Cheques accepted by Postmasters in payment of any account should be properly endorsed by the party presenting the cheque although the cheque has already been endorsed by the party to whom the cheque is made payable in the first instance."

These instructions are being disregarded by certain Postmasters. Any officer failing to observe these instructions in the future renders himself liable to disciplinary action.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of November, 1938:

	No. of Errors	No. of Orders Issued and Paid Dduring November
Bell Island Mines	6	1084
Buchans	4	1485
Catalina	4	163
Fortune, H.B.	6	100
Herring Neck	4	145
Lewisporte	6	243
Little Bay	7	107
Nipper's Harbour	6	145
Port Anson	4	63
Port au Port	5	170
St. John's East	5	1103
	57	4808

Total number of Orders Issued during November	22,899
Total number of Orders Paid during November	8,535
	31,434
Total number of Errors	250
Percentage of Errors	.79
i.e. nearly 8 errors for every 1,000 Orders Issued and Paid.	
Total number of Figure Errors	92
Percentage of Figure Errors	.29
i.e. nearly 3 errors for every 1,000 Orders Issued and Paid.	

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.87 to the £1.

The exchange rate for paying is $4.80 to the £1.

Table D.... For Issuing
Table B.... For Paying

POST OFFICE CIRCULAR.

THURSDAY, 9th FEBRUARY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

APPOINTMENTS

Doyles Station .....Mr. Raymond Doyle to be Postmaster and Telephone Attendant as from 16th January, 1939.

MAILS

Re Duty Parcels Returned or Claims for Refunds

The attention of Postmasters is again drawn to the rules governing the handling of dutiable parcels which appear on pages 317 and 318 and previous issues of the Post Office Circular. These instructions are not being strictly observed by all Postmasters.

Special attention is directed to that part of the instructions contained in the second paragraph of Page 318 of the Circular which reads as follows:—"The original official customs declaration form issued in the country of origin and showing the value and description of the goods contained in the parcel must always be returned." It is most important that this rule be observed as it is essential that the Customs receive this original declaration in cases where a refund of duty is made.

Forwarding of Money By Mail

The attention of the Department has been drawn to the fact that there are cases where money has been forwarded through the mail by ordinary parcel post. This is contrary to Postal regulations. Postmasters should take all possible precautions to guard against a recurrence of this irregular procedure.

The following notice is published for the guidance of the public and should be copied neatly in ink, if a typewriter is not available, and exhibited on the public side of the office:

NOTICE

Regulations Covering the Transfer of Money by Mail

Coin and/or Bank Notes must not be mailed by ordinary letter or parcel post mail but should be sent by REGISTERED LETTER MAIL only.

Coin for delivery in Newfoundland should be securely wrapped and enclosed in one of the Department's Registered envelopes which should be passed to the receiving Postmaster who will register it and give a receipt for same.

Bank Notes should also be forwarded in one of these envelopes in the same manner.

The Department will not accept responsibility for the loss of money which is not mailed in accordance with these regulations, and any ordinary letter suspected by the Postmaster to contain coin or bank notes will be compulsorily registered by the Postmaster and the registration fee collected from the addressee, but no compensation will be made for any loss sustained.

It is contrary to Postal Regulations to forward coin by mail outside Newfoundland.

The Money Order Service offers the safest means of transferring money for delivery in Newfoundland or abroad.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 9th February. Delivery should be effected in Montreal and New York on or about Monday, 13th February. Correspondence for Great Britain and Transatlantic countries will connect with the S.S. "DUCHESS OF BEDFORD" due to sail from Halifax on the

18th February and arrive at Liverpool on the 26th February, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "PRESIDENT HARDING" due to sail from New York on the 15th February and arrive at Southampton on the 23rd February.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 13th February. Delivery should be effected in Montreal and New York on or about Friday, the 17th February. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF BEDFORD," but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. AQUITANIA" due to sail from New York on the 18th February and arrive at Southampton on the 24th February.

Acceptance of Registered and Insured Mail

Registered or insured mail must not be accepted for places in China other than the British Colony of Hong Kong.

TELEGRAPHS

Storage Batteries and Delco Chargers

The attention of all offices, at which storage batteries and Delco chargers have been installed, is again directed to Pages 207 and 208 of the Post Office Circular of the 11th November, 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leave the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that the oil in the base of the engine is changed as set forth in the instruction book and that the engine is never started without first making sure that the base is full of oil.

Importance of Aircraft Reports

Reports of aircraft are of vital importance and all telegraph and telephone offices are reminded that they must continue the practice of reporting all aircraft to St. John's by service message immediately they are sighted. These reports must contain the time the aircraft passed over the settlement or was sighted, and the direction in which it was travelling. When possible the colour and distinguishing marks must also be given.

If an aircraft is in danger or overdue anywhere on a Postmaster's circuit he should not close his office until he gets permission from Headquarters or his repeating office.

The following notice was issued to all offices on the 23rd July, 1935, and published in the Post Office Circular of the 5th August, 1937, Page 151:

> "**Preferential Treatment to be Accorded Aircraft Traffic.** All Aircraft telegrams are to be given priority. All enquiries, reports, etc., regarding aeroplanes must be prefixed 'rush' and rushed through with all possible speed. No excuses will be accepted for any delay that can be prevented to Aeroplane telegrams after this notice. If a 'plane is in danger or overdue anywhere on your circuit do not close your office until you get permission."

The introduction of the special priority service since the above notice was issued does not alter the fact that all Aircraft telegrams are to be given priority treatment in transmission.

Instead of signalling "pink" (priority) on Aircraft traffic, which has not been paid for at priority rate, the prefix "rush plane" must be used and traffic of that nature be rushed with the utmost despatch. This will also apply to service messages regarding aircraft and to weather reports and forecasts or other information in connexion with same.

Weather Reports for Aircraft

Instructions were issued in January, 1935, with regard to obtaining a report of weather conditions for Air Pilots and in effect are as follows:—

> When a pilot of **Imperial Airways** asks for a report on weather conditions at your office give him the following information as accurately as possible:
>
> (1) Direction of wind.
>
> (2) Fog:—
>
> If an object can be seen clearly a mile the weather is clear.
>
> If you cannot see as far as indicated above reply foggy.

(3) Height of Clouds:—

If you can see the top of the highest hills near you reply "Hills clear," otherwise "Clouds low."

(4) Is the water rough or calm:—

If the water on the harbour, bay or pond is showing white caps reply "Water rough." If not state "Water calm."

(5) Ice conditions for winter landing:—

Give the thickness of the ice in inches and if smooth or rough.

Example of Report:

"Wind South, clear, clouds low, water rough (or in winter ice five inches thick, smooth)"

In reporting weather conditions it should be remembered that inaccurate information may lead to an accident.

The request for weather or landing conditions at a distant point may be made in service form but the reply must be sent by collect telegram at regular rates.

If the Pilot making enquiries wishes to have a rush reply he can indicate that he wishes priority service telegram. In this case the request should be made by Pink Service. Reports of Aeroplanes should be facilitated at all stops of transmission.

POSTAL TELEPHONE OFFICES

List of Telephone Offices in Newfoundland and the Telegraph Offices with which these offices are connected:

Telephone Office	Connecting Telegraph Office
Abrahams Cove	Via Port au Port
Adeyton	Via Clarenville
Admirals Beach	Via St. Joseph's
Admirals Cove (Cape Broyle)	Via Cape Broyle
Admiral's Cove (Fermeuse)	Via Renews
Alderburn	Via Norris' Arm
Alder Harbour	Via Carmanville
Alexander Bay (Railway Station)	Via Glovertown
Amherst Cove	Via Bonavista
Anchor Point	Via Flowers Cove
Anderson,s Cove	Via Stone's Cove
Angels Cove	Via Placentia
Apsey Brook	Via Clarenville
Apsey Cove	Via Musgrave Hr.
Aquaforte	Via Renews
Arnolds Cove	Via Arnolds Cove Station
Baddocks, St. Mary's	Via St. Mary's
Baie Verte	Via Nippers Hr.
Bakers Brook	Via Norris Pt.
Barachoix (Near Brig Bay)	Via Brig Bay
Bar Haven	Via St. Kyrans
Barrd Harbour (Near Port Saunders)	Via Port Saunders
Bartlett's Harbour	Via Brig Bay
Bay de Verde	Via Old Perlican
Bay du Nord, F.B.	Via Pools Cove
Beaubois	Via Marystown
Beaumont	Via Pilley's Isld.
Bellburns	Via Daniels Hr.
Bellevue	Via Whitbourne
Benoits Cove	Via Curling
Birchy Bay	Via Campbellton
Birchy Head	Via Bonne Bay
Bird Cove	Via Brig Bay

Telephone Office	Connecting Telegraph Office
Biscay Bay	Via Trepassey
Black Duck Brook	Via Port au Port
Blaketown	Via Whitbourne
Bloomfield	Via Lethbridge
Bolands, St. Mary's Riverhead	Via St. Mary's
Boat Harbour, P.B.	Via Baine Hr.
Boat Harbour (Cooks Harbour)	Via Cooks Hr.
Bonaventure	Via Trinity
Bordeaux	Via Arnolds Cove—Station
Boswarlos	Via Port au Port
Boxey	Via English Hr. W.
Boyds Cove	Via Campbellton
Brents Cove	Via LaScie
Brewley	Via Tacks Beach
Bridgeport	Via Moretons Hr.
Brigus South	Via Cape Broyle
Britannia	Via Hickman's Hr.
British Harbour	Via Trinity
Broad Cove, B.D.V.	Via Western Bay
Brooklyn	Via Lethbridge
Brownsdale	Via Hant's Hr.
Brunette	Via Garnish
Bunyans Cove	Via Port Blandford
Burgoynes Cove	Via Clarenville
Burin Bay-Arm	Via Burin
Burlington	Via Nippers Hr.
Burnside	Via Glovertown
Burnt Island, Burgeo	Via Channel
Burnt Isld., P.B.	Via Petit Forte
Burnt Point	Via Northern Bay
Calvert	Via Cape Broyle
Campbell's Creek	Via Port au Port
Cape Cove	Via Newtown
Cape Isld.	Via Newtown
Cape Race	Via Trepassey
Cape St. Mary's	Via Branch

Telephone Office	Connecting Telegraph Office
Cape St. George	Via Port au Port
Caplin Cove, B.D.V.	Via Western Bay
Cappahayden	Via Renews
Cartyville	Via Robinson's Station
Carter's Cove	Via Moretons Hr.
Cavendish	Via New Hr.
Centre Cove	Via Arnolds Cove Stn.
Champneys	Via Trinity
Chance Cove	Via Arnolds Cove Stn.
Chapel Arm	Via Whitbourne
Charleston	Via Princeton
Charlottetown	Via Port Blandford
Chimney Cove	Via Bonne Bay
Clarenville S.	Via Clarenville
Clattice Hr.	Via St. Kyrans
Clifton	Via Clarenville
Codroy	Via St. Andrew's
Collin's Cove	Via Burin
Coombs Cove	Via English Hr. West
Corbin	Via Burin
Cottles Island	Via Moretons Hr.
Cottrels Cove	Via Fortune Hr.
Cox's Cove	Via Curling
Creston	Via Marystown
Cupids	Via Brigus
Current Island	Via Flowers Cove
Cuslett	Via Branch
Daniels Cove	Via Old Perlican
Daniels Point	Via Trepassey
Dark Cove, B.B.	Via Gambo
Davis Cove	Via St. Kyrans
Dawson's Cove	Via Hermitage
Deep Bight	Via Hillview
Deer Harbour	Via Hickmans Hr.
De Gras	Via Port au Port
Delbys Cove	Via Trinity
Dildo	Via New Hr.
Dorans	Via Trepassey
Doyles	Via St. Andrew's
Drook	Via Trepassey
Dunfield	Via Trinity
Durrells	Via Twillingate
	Via Glovertown
Eastport	
Eddy's Cove— (Flowers Cove)	Via Flowers Cove
Eddies Cove (Port Saunders)	Via Port Saunders
Elliston	Via Bonavista
Elliott's Cove	Via Clarenville
English Hr. East, F.B.	Via Bay L'Argent
English Hr., T.B.	Via Trinity
Epworth	Via Burin

(To be continued)

ACCOUNTING

Stolen Canadian Postal Money Order Forms

The following Money Order Forms are reported stolen from the Canadian Post Office of Madden, Alberta:—

Nos. 6001 to 6200 inclusive.

The above Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.87 to the £1.

The exchange rate for paying is $4.80 to the £1.

Table D ..... For Issuing

Table B ..... For Paying

POST OFFICE CIRCULAR.

THURSDAY, 16th FEBRUARY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

OBITUARY

The Department regrets to announce the death on Tuesday, the 7th inst., of Mr. George B. Lloyd at the age of eighty-four.

The late Mr. Lloyd entered the Postal Service as Junior Clerk in the Money Order Division in the year 1886, and was retired on the 31st December, 1930.

He served the Department faithfully and efficiently for forty-four years, having advanced from the position of Junior Clerk to that of Superintendent of the Division.

MAILS

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 16th February. Delivery should be effected in Montreal and New York on or about Monday, the 20th February. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "AUSONIA" due to sail from Halifax on the 19th February and arrive at Plymouth on the 26th February, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "ILE DE FRANCE" due to leave New York on the 23rd February and arrive at Plymouth on the 1st March.

In the event of the S.S. "FORT AMHERST" sailing after the delivery of the mail received by the Express due to arrive on Friday, the 17th February, correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General, East and West End Post Offices for despatch by that steamer. Notice re the closing hour will be posted at the General, East and West End Post Offices.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 20th February. Delivery should be effected in Montreal and New York on Friday, the 24th February. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "MONTCLARE" due to sail from Halifax on the 25th February and arrive at Greenock on the 4th March, but any letters endorsed "Via New York" will be forwarded for connexion with a fast steamer, the particulars of which have not yet been advised.

TELEGRAPHS

Empire Press Rate

Commencing 1st March Cable and Wireless Limited will put into effect a flat rate of four and a half (4½) cents per word on Press telegrams between all parts of the Empire. Press telegrams from Newfoundland to all parts of the Empire will, as from that date, be sent at the new flat rate except that between Newfoundland and Canada, where the press rate is already below the new flat rate, the existing rates will remain in force. For the present Palestine, Transjordan and Sudan are excluded.

The Empire Press rate will only apply to press messages routed "Via Imperial."

Routing of Foreign Telegrams

Several instances have come to the notice of the Department recently where Postmasters have ordered the routing of telegrams without any instructions from the sender.

Postmasters are again reminded that directing the route of telegrams is not the duty of the office of origin and, except where it is specifically stated by the sender that he desires his telegram to follow a certain route and writes the routing instruction on the face of his message, it must be transmitted without any routing indicator.

Complications are liable to arise when telegrams are misrouted, and consequently where the routing has been defined by the sender it is distinctly the Postmaster's duty to see that the routing instruction is transmitted. See Post Office Circular, Page 403.

Ice and Weather Reports

Commencing the 9th February a daily (including Sunday) weather and ice report should be sent by the Offices at Groais Islands, Cooks Harbour, Griguet, Conche, Hr. Deep, Horse Islands, LaScie, Twillingate, Fogo, Newtown, Cape Bonavista, Point Amour, Belle Isle, Battle Hr., Cartwright and Hopedale. These reports will record weather conditions, the direction of the wind and its velocity as far as it can be judged such as "Calm, Moderate, Strong," and condition of ice.

The reports are to be addressed to the Department of Natural Resources and checked collect, prefixed "WX" and accounted for at half the ordinary rate.

All reports should be at Head Office before 10 a.m.

At the request of the Natural Resources Department copies of these reports are given to the local Daily Papers and Broadcasting Stations.

Winter Schedule of Labrador Wireless Offices

The following is the schedule of the Labrador Wireless Stations:—

Point Amour ... 9 a.m. to 6 p.m.

Battle Harbour ... 8 a.m. to 9 p.m., or until all traffic is cleared.

During the prosecution of the Sealfishery ... 8 a.m. to 11 p.m.

Cartwright ... 8 a.m., 10 a.m., Noon, 2 p.m., 4 p.m. and 8 p.m.

Hopedale ... 8 a.m., 10 a.m., Noon, 2 p.m., 4 p.m. and 6 p.m.

Belle Isle ... Is officially closed during the Winter months, but schedules are retained with St. John, N.B. (VAR) to clear Government traffic at 8.50 a.m., 12.50 p.m and 8.50 p.m., also a schedule with Point Amour at 2.30 p.m. During the Sealfishery watch is kept at 8.30 a.m. to 1 p.m. and 3.30 p.m. to 9 p.m.

Note—All times quoted are Newfoundland time.

Corrections

The following corrections should be made in the list of Telephone Offices and connecting Telegraph Offices on pages 471 and 472 of last week's Circular:—

Adeyton Via Clarenville should read Adeyton Via Hillview.

Baddocks, St. Mary's Via St. Mary's should read Badcocks, St. Mary's Via St. Mary's.

Barrd Hr. Via Port Saunders should read Barrd Hr. Via Brig Bay.

Burnt Pt. Via Northern Bay should read Burnt Pt. Via Western Bay.

Cartyville Via Robinsons Station should read Cartyville Via St. Fintans.

Delete:—Cape St. Mary's Via Branch.

POSTAL TELEPHONE OFFICES

List of Telephone Offices in Newfoundland and the Telegraph Offices with which these offices are connected continued from page 472 of last week's Circular:

Telephone Office	Connecting Telegraph Office
Felix Cove	Via Port au Port
Fermeuse	Via Renews
Ferryland	Via Cape Broyle
Fleur de Lys	Via Coachmans Cove
Forresters Point	Via Flowers Cove
Fosters Point	Via Clarenville
Fox Cove	Via Burin
Fox Island River	Via Port au Port
Fox Roost	Via Channel
Fredericton	Via Carmanville
Frenchmans Cove—B. O. I.	Via Curling
Frenchman's Cove, F.B.	Via Garnish
Freshwater	Via Carbonear
Garden Cove, P.B.	Via Sound Island
Gaskiers	Via St. Mary's
Goose Cove, W.B.	Via St. Anthony
Gooseberry Cove	Via Hillview
Grates Cove	Via Old Perlican
Graven Bank	Via St. Mary's
Great Braha	Via St. Anthony
Great Codroy	Via St. Andrews
Great Hr.	Via Hr. Breton
Great Jervois	Via Pushthrough
Green Isld. Cove	Via Flowers Cove
Green Isld. Brook	Via Flowers Cove
Grole	Via Hermitage
Hampden	Via Howley
Hr. Grace South	Via Hr. Grace
Hr. Mille	Via Bay L'Argent
Harcourt	Via Clarenville
Hare Bay	Via Gambo
Harry's Hr.	Via Little Bay
Haystack	Via Hr. Buffett
Head Bay, D'Espoir	Via St. Albans
Heads Hr.	Via Pilley's Island
Heart's Desire	Via Heart's Content
Heatherton	Via Robinson's Stn.
High Beach	Via Lamaline
Highlands	Via St. Fintans
Hillgrade	Via Herring Neck
Hodges Cove	Via Hillview
Horwood	Via Gander Bay
Humbermouth	Via Curling
Indian Hr.	Via Tacks Beach
Ireland Bight	Via St. Anthony
Irelands Eye	Via Hickman's Hr.
Island Hr.	Via Fogo
Isle aux Morte	Via Channel
Isle Valen	Via St. Kyrans
Islington	Via New Harbour
Ivanhoe	Via Hickman's Hr.

Telephone Office	Connecting Telegraph Office
Jackson's Cove	Via Little Bay
Jacques Fontaine	Via Bay L'Argent
Jamestown	Via Lethbridge
Jean de Bay	Via Marystown
Jeffreys	Via St. Fintans
Joe Batts Arm	Via Fogo
Keels	Via King's Cove
Kelligrews	Via Topsail
Kings Point	Via Springdale
Kingwell	Via Hr. Buffett
Ladle Cove	Via Musgrave Hr.
Lady Cove	Via Clarenville
Lark Hr.	Via Curling
Laurenceton	Via Norris Arm
Lawn	Via Lamaline
Leading Tickles	Via Botwood
Little Bay East, F.B.	Via Bay L'Argent
Little Bay (Marystown)	Via Marystown
Little Bay West (Jersey Hr.)	Via Jersey Hr.
Little Catalina	Via Catalina
Little Hr., T.B.	Via Trinity
Little Hr. West	Via Baine Hr.
Little Harbour (Twillingate)	Via Twillingate
Little Hr. East	Via Arnolds Cove Stn
Little Hearts Ease	Via Hillview
Little Paradise	Via St. Kyrans
Locks Cove (St. Barbe)	Via Cooks Harbour
Lomond	Via Bonne Bay
Long Beach (Random)	Via Hillview
Long Beach (Trepassey)	Via Trepassey
Long Hr., P.B.	Via Whitbourne
Long Point	Via Port au Port
Loon Bay	Via Campbellton
Lords Cove	Via Lamaline
Lourdes	Via Port au Port
Lower Cove (Port au Port)	Via Port au Port
Lower Island Cove	Via Western Bay
Lumsden	Via Newtown
Lumsden South	Via Newtown
Lushs Bight	Via Pilley's Island
McIvers	Via Curling
Main Brook (St. Barbe)	Via Cooks Hr.
Mainland (Port-au-Port)	Via Port au Port
Main Point (Gander Bay)	Via Gander Bay

Telephone Office	Connecting Telegraph Office
Mall Bay	Via St. Mary's
Marches Point	Via Port au Port
Manuels	Via Topsail
Marystown South	Via Marystown
Meadows	Via Curling
Melrose	Via Catalina
Middle Arm (Green Bay)	Via Nippers Hr.
Middle Brook (Gambo)	Via Gambo
Millers Passage	Via Jersey Hr.
Millertown Jctn.	Via Badger
Milltown	Via St. Albans
Millville	Via St. Andrews
Milton	Via Clarenville
Monkstown	Via St. Kyrans
Monroe	Via Clarenville
Mooring Cove	Via Marystown
Morrisville	Via St. Albans
Mose Ambrose	Via English Hr. W.
Mount Carmel	Via St. Joseph's
Musgravetown	Via Lethbridge
Mussell Pond	Via St. Joseph's
Newbridge	Via St. Joseph's
New Chelsea	Via Hants Hr.
New Ferrole (Shoal Cove W.)	Via Brig Bay
New Harbour, F.B.	Via Rencontre West
New Melbourne	Via Hant's Hr.
Newman's Cove	Via Bonavista
New Perlican	Via Heart's Content
Newport	Via Badgers Quay
Newstead	Via Campbellton
Noggin Cove	Via Carmanville
Norman's Cove	Via Whitbourne
Northern Arm (Botwood)	Via Botwood
North Bay (Burgeo)	Via LaPoile
North Hr., P.B.	Via Sound Island
Ochre Pit Cove	Via Western Bay
Old Shop	Via Whitbourne
Openhall	Via King's Cove
O'Regans	Via St. Andrews
Pacquet	Via LaScie
Paradise	Via St. Kyrans
Parker's Cove	Via Baine Hr.
Parsons Pond	Via Cow Head
Pasadena	Via Deer Lake
Patrick's Cove	Via Branch
Peters River	Via St. Mary's
Petites	Via Rose Blanche
Piccadilly	Via Port au Port
Plate Cove East	Via King's Cove
Plate Cove West	Via King's Cove
Point aux Gaul	Via Lamaline
Point Crewe	Via Lamaline
Point Lance	Via Branch
Point Leamington	Via Botwood
Point May	Via Lamaline
Point Rosie	Via Garnish
Point Verde	Via Placentia
Port Albert	Via Campbellton
Port Anson	Via Pilley's Isld.
Port aux Choix	Via Port Saunders
Port aux Bras	Via Burin
Port Rexton	Via Trinity
Port Nelson	Via Badgers Quay
Portland	Via Lethbridge
Portland Creek	Via Daniels Hr.

(To be continued)

ACCOUNTING

Mutilation of Money Orders

Instructions have been issued repeatedly in Post Office Circulars, and are also printed on Money Order forms, that any mutilation renders the money order void; yet despite these instructions many Postmasters persist in changing the amount to correct an error instead of cancelling and issuing another money order.

This is bad enough when the order is drawn on a Newfoundland office but when it is drawn on an office in Canada or the U.S.A. it reflect seriously on the Newfoundland Postal Administration and also delays payment which sometimes creates a hardship to the payee because the Canadian and U.S.A. Post Office **will not** cash these orders until the amount has been confirmed by correspondence with Head Office, St. John's.

It also happens frequently that the Postmaster neglects to correct his office records when changing the amount of the order. This causes further trouble whenever the Postmaster is asked to confirm the amount of an altered Money Order

In the interests of the service serious action will have to be taken against any Postmaster who persists in disregarding the instructions issued by the Secretary of the Department.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.87 to the £1.

The exchange rate for paying is $4.80 to the £1.

Table D ..... For Issuing

Table E ..... For Paying

POST OFFICE CIRCULAR.

THURSDAY, 23rd FEBRUARY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

MAILS

Registered Mail

There is evidence that some distribution offices do not pay proper attention to the receipt and re-despatch of registered mail.

Two specific cases have recently come to the notice of the Department. In one case the Postmaster insisted that a certain register was despatched in a sealed bag to a certain office. It was subsequently discovered that it was despatched in a sealed bag to an entirely different office. In the other case the Postmaster does not know whether the registers were received and despatched and cannot give a definite answer to questions asked.

When enquiries are made from Head Office regarding the receipt and despatch of registered mail definite answers are required to definite questions. Head Office will not accept guesses and evasions. The records of the office concerned in the enquiry made must be given. Severe disciplinary measures will be taken in cases where a proper record of the receipt and despatch of registered mail is not kept, and in the case of loss the office which cannot give a proper account of such mail **will be held responsible.**

Dutiable, Insured and C.O.D. Parcels

A bill shewing the number of parcels, with a list of the dutiable, insured and C.O.D. parcels, is enclosed in an envelope and placed in one of the parcel bags with every despatch of parcel mail from St. John's. In several cases the envelope containing this bill has been found in an otherwise empty bag received at the St. John's General Post Office.

A specific case has come to the notice of Head Office where a Postmaster reported that he did not receive several duty parcels and when it was proven that the total number of bags despatched was delivered to his office he admitted receiving the parcels but not the bill.

In spite of the fact that offices have been definitely told that if parcel bills are not received it must be immediately reported to the Head Postmaster, St. John's, no report was received from this particular office, nor from the offices that failed to take the bills from the parcel bags.

Carelessness or indifference of this kind involving the risk of loss of important mail is a sufficient cause for considering the suspension of the official concerned.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's,up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 23rd February. Delivery should be effected in Montreal and New York on or about Monday, the 27th February. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "ANTONIA" due to sail from Halifax on the 27th February and arrive at Liverpool on the 7th March, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 3rd March and arrive at Southampton on the 9th March.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 27th February. Delivery should be effected in Montreal and New York on or about Friday, the 3rd March. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 3rd March and arrive at Liverpool on the 9th March, but any letters endorsed "Via New York" will be

warded for connexion with the S.S. "AQUITANIA" due to sail from New York on the 4th March and arrive at Southampton on the 10th March.

TELEGRAPHS

Reduction of Fine for Figure Errors and Failures of Service

It has been decided to reduce the fine imposed for errors in figures and for lost messages from 50c. to 10c. as from the 1st January of this year. This concession is in the nature of an experiment and it is hoped that it will not result in any deterioration of the Telegraph Service. The Department reserves the right to revert to the fine of 50c. in the case of any particular officer or as a matter of general application if it is found from experience that the number of figure errors and failures of service show any great increase following this change.

Night Letter Service Extended to Roumania

Effective 20th February, 1939, Night Letter Service (NLT) has been extended to Roumania. The rate will be $2.75 for 25 words or less and 11c. for each word in excess of 25, plus the Government tax of 10 cents.

Errors, Delays and Failures

During the month of January there were 12 errors and 1 failure of service as follows:—

ERRORS

Between	Topsail and Catalina	1
"	Catalina and Little Catalina	1
"	Grand Bank and Placentia	3
"	Bonavista and Topsail	1
"	St. John's and Corner Brook	1
"	Whitbourne and St. John's	1
"	Moreton's Harbour and Summerford	1
"	Abrahams Cove and Lourdes	1
At	Burgeo	2

FAILURE

At	Corner Brook	1

A fine of 10 cents each was imposed on the following officials:—

Mr. King at Catalina and Mr. Johnson at Little Catalina for failing to verify the check of a telegram in which ten words were dropped in transmission by [illegible].

Miss Butt, Moreton's Harbour, for error in figures.

At Corner Brook a telegram dated 24th December, 1938, was lost in the office. As the Clerk responsible for verifying the receipt was a temporary official, and has since left the service, no fine was imposed.

Traffic

The total number of paid telegrams for January was 27,647, of which 1,352 were sent by the Priority Service. The total for January 1938 was 29,845.

The number of Service Messages for January was 4,747 as compared with 4,753 for January 1938. The number of D.H. messages for January was 1,562 as compared with 1,468 for January 1938.

Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message Service consisted of 10,098 words which is the equivalent of 6,730 messages at the St. John's Head Office, an increase over January 1938 of the equivalent of 1560 telegrams. There were 430 telegrams less delivered in St. John's than in January 1938, and 175 less received at the counter.

Correction

Omitted from page 475 of the Post Office Circular:—

Grand Beach via Garnish.
Delete. Letters "F.B." after New Hr.Via Rencontre West on Page 476 of the Circular and correct to read "H.B."

Postal Telephone Offices

List of Telephone Offices in Newfoundland and the Telegraph Offices with which these offices are connected continued from page 476 of last week's Circular:—

Telephone Office	Connecting Telegraph Office
Portugal Cove South	Via Trepassey
Pound Cove	Via Wesleyville
Powers (St. Joseph's)	Via St. Joseph's
Presque	Via St. Kyrans
Queens Cove	Via Hillview
Quirpon	Via Griquet
Raleigh	Via Griquet
Rantem	Via Arnolds Cove Stn.
Rattling Brook	Via Springdale
Redcliffe	Via Kings Cove
Reefs Hr.	Via Brig Bay
Roberts Arm	Via Pilley's Island
Rock Hr., P.B.	Via Marystown
Rocky Harbour	Via Norris Pt.
Rosedale	Via Glovertown
Round Hr. (Green Bay)	Via LaScie
Safe Hr.	Via Badgers Quay
St. Barbe	Via Flowers Cove
St. Bernards	Via Bay L'Argent
St. Brides	Via Branch
St. Davids	Via St. Fintans
St. Jones Within	Via Hillview
St. Jones Without	Via Hillview
St. Joseph's, P.B.	Via Baine Hr.
St. Lunaire	Via Griguet
St. Leonards, P.B.	Via St. Kyrans
St. Mary's, Riverhead	Via St. Mary's
St. Patrick's, N.D.B.	Via Little Bay
St. Pauls	Via Cow Head
St. Shotts	Via Trepassey
St. Theresa	Via St. George's
St. Vincent	Via St. Mary's
Sallys Cove	Via Norris Pt.
Salmon Cove	Via Carbonear
Salmonier, Riverhead (St. Catherines	Via St. Joseph's
Salvage	Via Glovertown
Sandy Cove (Flowers Cove)	Via Flowers Cove
Sandy Point	Via St. George's
Saunders Cove	Via Glovertown
Seal Cove, F.B.	Via Hermitage
Searston	Via St. Andrews
Seldom Come Bye	Via Fogo
Shamblers Cove	Via Badgers Quay
Sheaves Cove	Via Port au Port
Ship Cove (Cape Onion)	Via Griquet
Ship Cove, P.B.	Via Branch
Ship Cove, Port au P.	Via Port au Port
Ship Hr., P.B.	Via Fox Harbour
Shoal Cove	Via Brig Bay
Shoal Hr.	Via Clarenville
Shoal Pt. (Trepassey)	Via Trepassey
Shoe Cove	Via LaScie
Snooks Hr.	Via Clarenville
Sops Arm	Via Jackson's Arm
South Branch	Via St. Andrew's
South East Bight, P.B.	Via St. Kyrans
Southern Arm (Green Bay)	Via Little Bay
Southern Bay	Via Princeton
Southern Hr.	Via Arnolds Cove Stn.
Southport	Via Hillview
Spanish Room	Via Marystown
Spencers Cove	Via Hr. Buffett
Stag Hr.	Via Fogo
Stephenville	Via Stephenville Xng.
Summerford	Via Moretons Hr.
Summerside	Via Curling
Summerville	Via Princeton
Sunnyside (Bay Bulls Arm)	Via Arnolds Cove Stn.
Sweet Bay	Via Princeton
Swift Current	Via Sound Island
Templeman	Via Newtown
Terrenceville	Via Bay L'Argent
Thoroughfare	Via Hickman's Hr.
Three Arms	Via Little Bay
Three Rock Cove	Via Port au Port
Tickle Cove	Via King's Cove
Tilt Cove	Via LaScie
Tilting	Via Fogo
Tizzard's Hr.	Via Moreton's Hr.
Tompkins	Via St. Andrew's
Traytown	Via Glovertown
Trinity, D.B.	Via Gambo or Badgers Quay
Trinity East	Via Trinity
Triton	Via Pilley's Isld.

Telephone Office	Connecting Telegraph Office	Telephone Office	Connecting Telegraph Office
Trout River	Via Bonne Bay	Whiterock	Via Clarenville
Two Gut	Via Port au Port	Wild Bight (Cooks Hr.)	Via Cook's Harbour
Victoria	Via Carbonear	Wild Bight (Little Bay)	Via Little Bay
Victoria Cove	Via Gander Bay	Winter Brook, B.B.	Via Lethbridge
Wareham	Via Badgers Quay	Witless Bay	Via Bay Bulls
Wellington	Via Gambo	Woods Island	Via Curling
Western Arm	Via Seal Cove	Woodstock	Via LaScie
West Bay	Via Port au Port	Woody Island	Via Sound Island
West Bay Centre	Via Port au Port		
West Point	Via LaPoile		
Westport	Via Seal Cove		

ACCOUNTING

Commission on Money Orders Drawn on U.S.A

Amount of Order:

Any amount up to $5.00	.10
$ 5.01 to $ 10.00	.20
10.01 to 20.00	.35
20.01 to 30.00	.50
30.01 to 40.00	.65
40.01 to 50.00	.80
50.01 to 60.00	.95
60.01 to 70.00	1.10
70.01 to 80.00	1.25
80.01 to 100.00	1.50

Postmasters should be careful to apply the above rates of commission when preparing money orders for payment in the U.S.A., and they are reminded that they are liable for any loss to the revenue which may arise through their failure to carry out their instructions.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.87 to the £1.

The exchange rate for paying is $4.80 to the £1.

Table D	For Issuing
Table B	For Paying

POST OFFICE CIRCULAR.

THURSDAY, 2nd MARCH, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

SPECIAL STAMP TO COMMEMORATE ROYAL VISIT

The Department of Posts and Telegraphs will arrange for the sale of a special stamp to commemorate the visit of Their Majesties King George VI and Queen Elizabeth to Newfoundland on the 17th June next.

This stamp will be of the five cent denomination. It will be a large stamp similar in size to those of the Coronation issue, and the design will show portraits of Their Majesties in oval frames, between which will be placed the Coat of Arms of Newfoundland. In the left hand top corner will appear the word "June" and in the right hand top corner the year "1939." The words "Royal Visit" will be placed above the Newfoundland Coat of Arms. The additional indications "Newfoundland," "Postage" and "Five Cents" will, of course, also be brought into the design. The colour of the stamp will be blue.

The stamp will be placed on sale at all Post Offices in Newfoundland on the 17th June and will continue to be on sale to the 31st July, during which time the five cent stamp now in use must be withdrawn and is not to be sold unless particularly requested by a member of the public.

Postmasters should copy the above notice neatly in ink, if a typewriter is not available, and exhibit it in a prominent position on the public side of their offices.

Requisitions

All Postmasters should immediately take steps to ascertain the number of stamps likely to be required for their offices. When the number of stamps has been ascertained, **a special requisition should be prepared for the number of stamps required and the words "Commemoration Stamps" marked across the face of the requisition form.**

The requisition should be addressed to the Chief Accountant, St. John's, and should reach Head Office not later than 30th April.

Index Post Office Circulars

With further reference to the notice on page 449 of the Post Office Circular, the index for pages 241 to 448 has now been prepared and forwarded to each office by mail. Each index has been punched and placed in a folder with an Acco fastener. All circulars should be similarly punched by a nail or some other means and kept in place in the folder by means of the fastener for ready reference.

MAILS

Mail Bags

In order that a check may be made of the mail bags in service at Post Offices throughout the country, Postmasters are instructed to forward the following information to the Director of Postal Services by the first mail after the 31st March:

1. How many mail bags were at your office on 1st March?
2. How many did you receive during March?
3. How many did you use to despatch mails during March?
4. How many empty bags did you return to St. John's during March?
5. How many were at your office on 31st March?

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 2nd March. Delivery should be effected in Montreal and New York on or about Monday, the 6th March. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 3rd March and arrive at Liverpool on the 9th March, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "MANHATTAN" due to sail from New York on the 8th March and arrive at Plymouth on the 15th March.

In the event of the S.S. "FORT AMHERST" sailing after the delivery of mails received by the Express, due to arrive on Friday, the 3rd March, correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be acccepted at the General, East and West End Post Offices for despatch by that steamer. Notices re the closing will be posted at the General, East and West End Post Offices.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 6th March. Delivery should be effected in Montreal and New York on or about Friday, the 10th March. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF RICHMOND" due to sail from Halifax on the 11th March and arrive at Greenock on the 17th March, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 11th March and arrive at Southampton on the 16th March.

TELEGRAPHS

Brunette

Brunette is a wireless station as shown on Page 252, but treated for checking purposes as a subordinate office of Garnish (See page 471). Traffic with Brunette is routed "Via Garnish" and checked on the latter controlling office.

Local News Items

On the 2nd February the following message was sent to all Telegraph and Telephone Offices:—

> "The Department wishes to obtain news items of general interest from every town and settlement in the country. Commencing Monday, 6th February, any office having news of interest will please send it in service form addressed News, St. John's. News items must be of general public interest such as accidents, fires, wrecks, fishing or sealing news, etc. Personal or several items of purely local interest are not permitted. This does not, however, exclude news of that nature which would be of general public interest, such as the death of old or prominent persons, or social activities of Churches or other public organizations. You will be advised from time to time if any news does not conform to requirements. Telegraph offices having items from more than one settlement will compile one message. This will be again compiled into a new message at the Head Repeating Offices addressed NEWS signed by the Compiling Office and giving the office of origin of each item of news followed by the message. There will be no word check. This message should come in between 4 and 5 p.m., and not later than 5 o'clock."

The object of this local news message is to provide a daily "Local News Budget" for the new Broadcasting Station which commences operations on the 13th March. Up to the present, while some interesting items have been received, the response to the request for news has been rather disappointing. It is important that the new Broadcasting Service should serve the public interest in the broadcasting of local news as widely as possible, and in view of the fact that in most cases the Post Office is in the best position for furthering this object it is hoped that Postmasters will do all they can to co-operate in this respect in the interests of their own settlements.

These news items will be submitted to the Broadcasting Corporation and if deemed of sufficient public interest will be broadcast over the air each night at an hour to be decided later.

ACCOUNTING

Requisitions for Cash

Postmasters are again reminded that requisitions for cash, when sent by telegraph, must be addressed to the Accounts Office and not to the Head Postmaster.

Also, such requisitions must be sent as early as possible before noon. The reserve held by the Cashier is limited and it may not be possible to fill requisitions received after this hour as the amount required for remittances must be obtained from the Bank each morning.

The Accounts Office will not accept responsibility for any delay caused by messages wrongly addressed or received too late for mailing.

Distant offices should make allowance for unavoidable delay of messages at repeating offices.

Return of Duty Parcels to Senders

The attention of Postmasters is again drawn to the instructions on pages 158 and 159 of the Post Office Circular with reference to the return of duty parcels to the General Post Office, St John's, for subsequent return to the sender, or re-direction to the addressee in another country. The Postmaster should himself prepare Form 1005 in all particulars and certify it. He should then enclose it in envelope 1006, attach the envelope firmly to the parcel and **return it as a registered item**

Postmasters failing to carry out this instruction will be held responsible for duty amounts due on such parcels.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of December 1938:—

	No. of Errors	No. of Orders Issued and Paid During December
Aguathuna	4	90
Bell Island Mines	12	1400
Botwood	7	501
Buchans	8	1865
Catalina	5	223
Charleston	4	37
Corner Brook	5	2015
Fortune Hr.	5	90
Gambo	5	274
Grand Falls	6	2113
Hr. Buffett	6	94
Jamestown	4	71
LaScie	4	118
Laurenceton	4	61
Lewisporte	5	257
Little Bay	5	81
Millertown	5	276
Nippers Hr.	4	120
Pilley's Island	4	95
Port au Port	4	160
Robert's Arm	5	73
St. Brendans	4	129
St. John's General	5	6295
St. Joseph's-Salmonier	4	67
Whitbourne	4	160
	128	16,665

Total number of Orders issued during December	27,496
Total number of Orders paid during December	14,426
	41,922
Total number of Errors	383
Percentage of Errors	.91
i.e. approximately 9 errors for every 1000 Orders issued and paid.	
Total number of Figure errors	279
Percentage of Figure errors	.66
i.e. approximately 6½ errors for every 1,000 Orders issued and paid.	

Stolen United States Postal Money Order Forms

The following U.S.A. money order forms have been reported stolen:—

Stotts City, M.O.	Nos. 67153 to 67200 inclusive
South Bend, Sta. 1, Ind.	Nos. 102334 to 102400 inclusive
Pomona, Kans.	Nos. 86048 to 86200 inclusive
Oakland, Stn. 9, Cal.	Nos. 109971 to 110000 inclusive
Willernie, Minn.	Nos. 10562 to 10570 inclusive
Vickers, Va.	Nos. 27573 to 27600 inclusive
Golden, Okla	Nos. 20343 to 21000 inclusive

The above orders, if presented at a Newfoundland Post Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

As from the 1st March, 1939, the sterling rate of exchange for money orders drawn upon Great Britain and foreign countries, other than Canada and the U.S.A., was decreased from $4.87 to $4.80 for issuing, and from $4.80 to $4.75 for paying. The following conversion tables are to be used as and from the 1st March:—

Table B	For Issuing.
Table A	For Paying.

Special care must be taken to use the proper table.

The staff should also note that the conversion table "A" is to be used for paying British Postal Notes at their offices, i.e. the paying rate is to be $4.75 to the £1. British Postal Notes are issued only at the St. John's General Post Office, East and West End Branch Offices, but they may be paid at all Money Order Offices.

POST OFFICE CIRCULAR.

THURSDAY, 9th MARCH, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENT

St. Lawrence ..... Miss Ellen Byrne to be Postmistress and Operator from the 1st March, 1939.

Statistics

Postmasters are reminded that the semi-annual statistics will be taken during the month of April, commencing on 1st April and ending on 30th April. The statistical forms have been mailed to all offices.

Postmasters have been repeatedly instructed, and are again reminded, not to enter in the delivery columns of form 1213 dutiable foreign small packets, parcels and insured parcels, that is, such items which are not delivered without charge. In the Post Office Circular dated 7th July, 1938, reference is made to the Circulars containing such statistical instructions.

MAILS

Delivery of C.O.D. Parcels

It has recently been brought to the notice of the Department that a C.O.D. parcel was apparently passed to the addressee who opened it and after examination of the contents passed it back to the Postmaster for return to the sender. This is most irregular and is not permitted.

A Postmaster must not deliver a C.O.D. parcel before collecting the charges, as indicated on the tag which is attached, plus the money order commission. A money order payable to the sender of the C.O.D. for the amount due must be issued immediately and forwarded to the proper address, part "D" of the C.O.D. tag being returned to the Despatching Office. This instruction must be strictly observed. Postmasters failing to collect and remit for C.O.D. parcels as instructed are liable to pay the charges in full and are subject to such disciplinary action as the Secretary of the Department may deem necessary to take in the matter.

Once a C.O.D. package is delivered in apparent good order to the addressee the Department has fulfilled its obligations. Any dispute which may arise regarding the contents of a C.O.D. package or the charges thereon is a matter entirely for settlement between the addressee and the sender.

Under no conditions must a Postmaster refund the charges paid on a C.O.D. and take back from the addressee the parcel for return to the sender.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 9th March. Delivery should be effected in Montreal and New York on or about Monday, the 13th March. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "ANDANIA" due to sail from Halifax on the 13th March and arrive at Liverpool on the 21st March, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "PRESIDENT HARDING" due to sail from New York on the 15th March and arrive at Southampton on the 23rd March.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 13th March. Delivery should be effected in Montreal and New York on or about Friday, the 17th March. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF BEDFORD" due to sail from Halifax on the 18th March and arrive at Liverpool on the 25th March, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "ILE DE FRANCE" due to sail from New York on the 18th March and arrive at Plymouth on the 24th March.

TELEGRAPHS

Easter Greeting Service for Newfoundland and Labrador

The fixed text Easter Greetings Service will be in force this year from the 5th April to the 12th April inclusive. The service will extend to all Newfoundland offices and will include the Labrador Stations of Battle Harbour, Cartwright, Hopedale and Port Hope Simpson via Battle Harbour.

The special rates are as follows:—

Between all points in Newfoundland.... .... 15c.
Between all points in Newfoundland and the Labrador Stations mentioned above 20c.

The list of fixed text messages is as follows:—

1. Sincere good wishes for a Happy Easter.
2. Best wishes to you and yours for a Happy Easter.
3. All join in best wishes for a Happy Easter to you and your family.
4. Love and best wishes for a Happy Easter from all at home.
5. Love and best wishes for a Happy Easter to all at home.
6. Love and best wishes for a Happy Easter.
7. At this Happy Easter time we send you joyous greetings.
8. Best wishes. May your Easter be bright with renewed hopes.

Reciprocal Greetings

9. Thanks for Greetings. May the benediction of Easter be yours.
10. Thanks for Greetings. Best love to you all.
11. Thanks for Greetings. Best love from us all.
12. Thanks for Greetings which are heartily reciprocated.

Messages will be delivered on an Easter card telegram.

Senders may use their own wording in their greetings messages but in such cases the ordinary telegraph rates will apply.

Greeting messages will be mailed postage free from the nearest Telegraph or Telephone Office to Post Offices in Newfoundland where there is no telegraphic communication. The regulations covering acceptance, transmission and delivery of Greeting messages may be summarised as follows:—

1. The sender selects the message by the number which is transmitted in place of the text.
2. The date and time are not to be transmitted, although both should be shown for record purposes on the message at the office of origin.
3. All Greeting messages irrespective of the filing date must be accounted for on the last day of the period, the 12th April.
4. Messages of senders own composition will be accepted at the ordinary rate of 25c. and 2c., but will be delivered on the decorative form. These messages will bear date and time and be treated in every way as an ordinary message.
5. If an office runs out of this years forms, last years must be used in preference to an ordinary telegraph form.
6. Where an ordinary form has to be used, a copy of the message on a greeting form procured from the nearest office, which has a surplus supply, should be delivered.
7. To facilitate replies to Greeting Messages a reply blank should be enclosed with all messages ecxept the reciprocal greetings Nos. 9 to 12 inclusive.

For further particulars in reference to the local Greetings Service see Page 427 and apply the Christmas regulations.

It it difficult to estimate the number of Greeting forms needed at each office and as only a limited number have been printed the quantity sent out is based on the number of Greetings Telegrams last year allowing for a slight increase at each office.

It should be made clear to senders of Greetings messages to the Labrador Stations that these stations are not supplied with the special forms and envelopes and that Greeting messages will be delivered in the ordinary telegraph delivery forms.

Easter Greeting Service to European Countries

The Cable Companies advise that a Service of Easter Greetings messages with fixed texts will be in force from the 3rd April to the 10th April inclusive, to practically all countries at the special flat rate of $1.00 per message, plus the usual tax of ten cents.

There have been some changes in the fixed text messages. The list for this year reads as follows:—

ENGLISH TEXTS

1. Sincere good wishes for a happy Easter.
2. With deep affection I greet you on this Easter Day.
3. May your heart be filled with gladness and may happiness be yours this Easter Day.
4. Best wishes to you and yours for a happy Easter.
5. This Easter greeting carries to you the warm affection of an old friend.
6. All join in best wishes for a happy Easter to you and your family.
7. Love and best wishes for a happy Easter.
8. My wish is that you may enjoy a happy Easter and that peace may attend you to-day and through all the days to come.
9. May Easter gladness be yours to-day and all good things attend you.
10. Easter brings all the world together in praise and joy. May this message find you with a heart full of gladness.
11. Our thoughts turn to you this Easter with affection and regard.
12. May this Springtime blossom for you with flowers of Easter peace and contentment
13. Best wishes for a happy Easter. May your future be as bright as the Springtime.
14. On this day which marks the glorious Resurrection of our Saviour, I send you a joyous greeting.
15. Many thanks for your kind greeting. May Easter Joy and Gladness fill your heart.
16. Your kind wishes are sincerely reciprocated. May this Easter-tide bring you abundant happiness.
17. May this Holy Easter be for you full of Celestial Gifts.

The standard text Easter "GTG" service will be extended to AZORES and MADERIA this year. The language authorised will be English and Portuguese in each case and the rates will be the same as for Christmas "GTG" messages to the same destination.

The service will also be extended to all offices in Cuba at the following rates from Newfoundland, including tax, Havana and Santiago $1.10 per message; all other offices in Cuba $1.35 per message.

Texts in Gaelic language will be admitted to Ireland only this year.

In forwarding Gaelic "GTG" text number abroad, the indicator "IRE" should be employed on the cable to indicate the language thus "IRE 1", "IRE 2", etc.

The sender should select his message by number from the above list. Greeting Telegrams can be delivered in the following languages: English, French, German, Italian, Spanish, Dutch and Portuguese appropriate to the country of destination.

The prefix "GTG" will be used in lieu of the message check and for messages destined to places other than in Great Britain and Ireland the language in which the telegram should be delivered should be shown before the number of the Greetings message, as for example, "French 6" "German 4" etc.

Greetings Telegrams for Great Britain and Northern Ireland will be transmitted by telegraph throughout if addressed to the following Cities: Belfast, Birmingham, Bradford, Bristol, Dundee, Edinburgh, Glasgow, Liverpool, London, Manchester, Newcastle-on-Tyne, and Southampton. Greetings telegrams to places other than these will be mailed from the Cable Office nearest to destination. Such messages should bear the full Postal address of the addressee. The flat rate of $1. per message will apply whether the Greetings telegram is transmitted by telegraph throughout or posted from the nearest Cable Office.

Correction. Empire Press Rate

Cables and Wireless Ltd. advise that due to unforseen circumstances the Empire flat press rate of 4½ cents, which was to come into effect on the 1st March, will not be available until the 15th April.

Postmasters are requested to make this correction on page 473 of the Post Office Circular of the 16th February.

Special Sunday Arrangements During Sealfishery

The St. John's Head Office will be open on Sundays from 8 a.m. to midnight during the prosecution of the Sealfishery.

ACCOUNTING

Date Stamps Omitted from Money Orders

Postmasters have been reminded on several occasions that Money Orders must bear the impression of the date-stamp of the issuing and paying offices. Yet, despite this, some Postmasters still write the date of issue or payment instead of using the office stamp.

If the office stamp is not used there is nothing to show that the blank order was not stolen and filled in by some person other than the Postmaster, and the stamp of the paying office is necessary for enquiry purposes.

Serious action will have to be taken if Postmasters do not follow the instructions given by the Secretary in the Post Office Circular of the 2nd September 1937, Page 167.

Money Orders Drawn on Europe

As some confusion appears to exist regarding money orders issued on European countries, the attention of Postmasters generally is directed to the following:—

> Money Orders issued on European countries (other than Great Britain and Northern Ireland) are not payable in these countries by means of the Newfoundland order but through the British Post Office by means of an "International Money Order." The Newfoundland Order should be marked by the issuing Postmaster "Receipt only" and the Remitter should be told to retain it as the remittance would reach the payee by means of a special order issued by the British Post Office.

It sometimes happens that the Newfoundland Orders are forwarded by the remitter without being marked "Receipt" and as payment cannot be effected, the order is returned to the remitter who presents it for repayment.

When informed that the amount has been paid the remitter cannot understand this as he holds the original order, which has not been marked "Receipt."

The procedure should be explained by the Postmaster when issuing the orders.

Care should be taken, however, to avoid confusing "Northern Ireland" with "Ireland" or "EIRE" as Newfoundland orders are payable in Northern Ireland but not in "Ireland" or "EIRE." As "Dublin" is the principal city in Ireland on which money orders are drawn it should be remembered that "Dublin is in "EIRE" and orders drawn on this place should be marked "Receipt only."

Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Highrock, Pa.	Nos. 16976 to 17000
Lenexa, Kans.	Nos. 46662 to 46800
Oakhill, Fla	Nos. 84415 to 85000

The above orders, if presented at a Newfoundland Post Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B	For Issuing
Table A	For Paying

POST OFFICE CIRCULAR.

THURSDAY, 16th MARCH, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Horwood ..... Miss Janie Budden to be Postmistress and Telephone Attendant as from 1st February, 1939.

Port Union ..... Miss Edna King to be Messenger Assistant as from 8th March, 1939.

RESIGNATION

Port Union ..... Mr. R. King, Messenger Assistant, effective 7th March, 1939. Vacancy not advertised.

MAILS

Direct Transatlantic Steamer Schedule

Steamer	Port	Depart 1939	Arrive 1939
NOVA SCOTIA	Boston	.....	16th March
	Boston	18th March	.....
	St. John's	.....	23rd March
	St. John's	24th March	.....
	Liverpool	.....	30th March
DROMORE	Liverpool	22nd March	.....
	St. John's	.....	30th March
	St. John's	1st April	.....
	Boston	.....	6th April
	Boston	8th April	.....
	St. John's	.....	15th April
	St. John's	17th April	.....
	Liverpool	.....	25th April
NEWFOUNDLAND	Liverpool	20th April	.....
	St. John's	.....	26th April
	St. John's	29th April	.....
	Boston	.....	4th May
	Boston	6th May	.....
	St. John's	.....	11th May
	St. John's	12th May	.....
	Liverpool	.....	18th May
NOVA SCOTIA	Liverpool	9th May	.....
	St. John's	.....	15th May
	St. John's	17th May	.....
	Boston	.....	22nd May
	Boston	24th May	.....
	St. John's	.....	29th May
	St. John's	30th May	.....
	Liverpool	.....	5th June

Postmasters should take the necessary steps to keep the public informed of the latest dates and time of posting at their office for connexion with direct despatches from St. John's by the above mentioned steamers. Letter mails should not, however, be sent by main line offices to St. John's for despatch to Boston. Such mails should be sent to the Main Line T.P.O. going West.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 16th March. Delivery should be effected in Montreal and New York on or about Monday, the 20th March. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on 24th March and arrive at Liverpool on 30th March, but any letters endorsed via New York will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 21st March and arrive at Southampton on the 27th March.

In the event of the S.S. "FORT AMHERST" sailing after the delivery of the mail received by the Express due to arrive on Friday, the 17th March, correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General, East and West End Post Offices for despatch by that steamer. Notice re the closing hour will be posted at the General, East and West End Post Offices.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 20th March. Delivery should be effected in Montreal and New York on or about Friday, the 24th March. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA", but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 28th March and arrive at Southampton on the 3rd April.

TELEGRAPHS

Isle Valen, Placentia Bay

The Isle of Valen cable was broken by the S.S. "HOME" on the 27th February. Traffic for that office should be accepted subject to delay until further notice.

Acceptance of Telegrams for Transmission

All telegrams accepted for transmission over the Newfoundland Postal Telegraph System are subject to the following conditions:

The Secretary of the Department of Posts and Telegraphs may decline to forward the telegram, though it has been received for transmission; but in case of so doing shall refund to the sender the amount paid for its transmission. In case the telegram shall never reach its destination by reason of any neglect or default of the Secretary of the Department of Posts and Telegraphs or his servants whilst the telegram remains under the control of the Secretary of the Department of Posts and Telegraphs, he will refund the amount paid by the sender for such telegram.

The Secretary of the Department of Posts and Telegraphs shall not be liable to make compensation beyond the amount refunded as above for any loss, injury or damage arising or resulting

from the non-transmission or non-delivery of the telegram, or delay or error in the transmission or delivery thereof howsoever such transmission, non-delivery, or delay, or error shall have occurred.

The control of the Secretary of the Department of Posts and Telegraphs over the message shall be deemed to have entirely ceased for the purpose of these conditions at any point where, in the course of transit of the telegram to its destination, it may be entrusted by the Secretary of the Department of Posts and Telegraphs (and the Secretary of the Department of Posts and Telegraphs shall have full power to entrust the telegram) for further transmission by or through any system belonging to or worked by any administration or authority not controlled by the Secretary of the Department of Posts and Telegraphs exclusively, although worked as a part or in connection with the system or service of the Newfoundland Postal Telegraphs.

Errors, Delays and Failures

During the month of February there were recorded Errors 11, Delays 1, Failure Nil. The offices involved were as follows:—

ERRORS			
Between	Whitbourne and St John's	2	(Relief Operator)
"	Deer Lake and Stephenville Crossing	1	
"	Pilley's Island and Robert's Arm	1	('Phone)
"	Deer Lake and St. John's	1	
"	English Hr. West and Placentia	1	
"	Spencer's Cove and Hr. Buffett	1	('Phone)
"	Channel and Deer Lake	1	
"	Topsail (Relief Operator) and St. John's	1	
At	Port Saunders	1	
"	Topsail	1	
DELAYS			
At	St. John's	1	

There was one fine of 10 cents imposed on Mr. G. Ralph of Deer Lake for a figure error in a telegram.

Traffic

The total number of paid telegrams for February was 24,563, of which 1,106 were sent by the Priority Service. The total for February 1938 was 24,609.

The total number of Service Messages for February was 3,907 as compared with 4,045 for February 1938.

The number of D.H. Messages for February was 1,213, as compared with 1,086 for February 1938.

Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message service consisted of 9,572 words, which is equivalent to 6,380 telegrams, an increase over February 1938 of the equivalent of 1,280 messages.

Correction in Cable Rates

Page 439. Change CDE rate of 16 cents to Poland to read 17 cents.

ACCOUNTING

Delay in Forwarding Accounts

It has been noticed that quite a number of Postmasters are very backward in forwarding their statements to the Accounts Office and in a good many cases have to be reminded by telegraph to forward same.

There is no excuse whatever for delay in forwarding these statements as the account books are, or should be, written up daily, totalled at the end of the term, and the totals carried to the "Statement of Account" which is sent to Head Office.

If this is done the Accounts would be ready in most cases to leave the office by the next mail after the accounting term closed.

Quite a number of these are not received until two weeks or more after they should normally have reached Head Office, thus delaying the work of the Accounting Branch.

The Department has been very lenient with offenders of this type but if the Postmasters will not co-operate with the Accounting Branch of Head Office in this respect serious action will have to be taken to bring about the desired results.

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B	For Issuing
Table A	For Paying

POST OFFICE CIRCULAR.

THURSDAY, 23rd MARCH, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

POST OFFICE PROSECUTIONS

Miss Marie Hynes, former Postmistress of St. Brendans, charged before Magistrate J. B. Wornell at Clarenville with embezzlement of Post Office funds, was convicted and sentenced to a fine of one hundred and fifty dollars or three months imprisonment.

RETIREMENTS

St. Brendans ..... Miss Marie Hynes, Postmistress and Operator, ceased to be employed as from 14th February, 1939. Pending the appointment of a new official the business of the office is being conducted by Mr. A. V. King of Flat Islands, B.B., who is being relieved by Mr. D. W. Hallett.

VACANCY

St. Brendans ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to 25th April for the position of Postmaster and Wireless Operator at St. Brendans. Salary $360.00 per annum unless the successful applicant is a female resident of St. Brendans, in which case the salary will be $300.00 per annum. Wireless qualifications are essential. Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, date of birth, educational qualifications, Departmental experience, whether married or single, and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

RADIO

Broadcasting Corporation of Newfoundland

The new Radio Station was officially handed over to the Broadcasting Corporation of Newfoundland on Monday, March 13th, at 7.30 p.m. The full opening ceremony was broadcast over the Canadian Broadcasting Corporation's chain of stations and the latter half over the British Broadcasting Corporation's system.

The transmitter which is situated at Mount Pearl, about five miles from the City of St. John's, operates on a frequency of 640 Kilocycles, with a carrier power of 10 Kilowatts. The studios which are in the Newfoundland Hotel, are connected with the transmitter point by Telephone cables. The call sign of the Station is V.O.N.F.

Although the Station is not yet fully adjusted good reception has been reported from the greater part of the country and fair reception in the remainder.

Some experimenting with aerials and adjustments are still being carried out and reports of reception would be appreciated, especially if any noticeable improvement in strength or quality should become evident.

The co-operation of all officials of this Department is essential if these reports are to be of value in improving the station and this co-operation has been very evident during the past week, for which the Department is grateful.

The station now operates from 10 a.m. to 2 p.m. and from 6 p.m. to 11 p.m. daily, except Sunday.

Foreign News Bulletins are broadcast at 1.15 p.m. and 7 p.m., and local Bulletins at 1.45 p.m. and 7.45 p.m. daily.

MAILS

The following is an extract from page 277 of the Post Office Circular of 10th March, 1938. Postmasters will please copy neatly and exhibit it on the public side of their Office.

"Fraudulent Use of Postage Stamps already used

"Every person who uses or attempts to use in prepayment of postage on any letter or mailable matter posted in Newfoundland, any postage stamp which has been before used for a like purpose, or who uses or attempts to use for post any post card or stamped envelope or stamped post band or wrapper which has been before used for a like purpose shall incur a penalty not exceeding forty dollars for every such offence (extract from the Newfoundland Postal Telegraph Act)."

Rates of Postage

Letters, communications or documents, including bills and receipts, of a private nature are subject to letter rate of postage whether in sealed or unsealed covers.

Information Respecting Mail Matter

No information can be given respecting letters or other mail matter which passes through a Post Office, except to the persons to whom they are addressed, and to the senders when enquiring regarding delivery.

Postmasters are not permitted to furnish any information of any kind respecting the names or addresses of persons who post and receive mail at their respective offices.

In no circumstances is a Postmaster authorized to open the letter of another person received for delivery at or passing through his office.

Any breach of these regulations will be sufficient to subject the Postmaster to immediate dismissal.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, 24th March. Delivery should be effected in Montreal and New York on or about Monday, 27th March. Correspondence for Great Britain and Transatlantic countries will be despatched by S.S. "NOVA SCOTIA", due to sail from St. John's on the 24th March and arrive at Liverpool on the 30th March, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 29th March and arrive at Southampton on the 4th April.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, 27th March. Delivery should be effected in Montreal and New York on or about Friday, 31st March. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF YORK" due to sail from Halfiax 30th March and arrive at Greenock on the 5th April, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 1st April and arrive at Southampton on the 6th April.

TELEGRAPHS

Certificates of Proficiency in Radio-Telegraphy

The undermentioned candidates have successfully passed the examination for second class certificates of proficiency in Radio-Telegraphy since the publication of the previous list on page 315 of the Post Office Circular. Other lists are given on pages 35, 40, 68, and 294 of the Post Office Circular.

Earl W. Winsor	St. John's
George Bradbury	Bay Roberts
Henry Sawers	St. John's
Henry French	Coley's Point
Clarence Bishop	Wesleyville
H. Earle	St. John's
Charles Keefe	Tors Cove
John Francis Farrell	St. John's
Charles W. Stephenson	St. John's
James Ashton Eales	St. John's
Alfred Eavis	Grand Bank
Hubert Cyril King	St. John's
M. McCrudden	St. John's
J. C. Herridge	Channel
J. V. O'Toole	St. John's

Collection of Radio Licence Fees for 1939.

Money Order Offices.

All Radio Licences issued during last year previous to 31st December expired on that date.

Postmasters at Money Order Offices should send out cards (Form No. 1253) to all persons operating Receiving sets in the districts served by their offices, and if a licence is not obtained within one week a final notice (Form 1254) should be sent. A record of the date on which the cards and final notices are delivered should be kept in all cases, and if a licence is not obtained within fifteen days from the date on which the final notice is delivered a telegram should be sent to the Secretary asking for authority to take legal action against persons operating Receiving sets without a licence.

The date of expiration of licences issued during 1939 should be shown on the licence as the 31st December, 1939.

Non-Money Order Offices.

Postmasters at Non-Money Order Offices should prepare a list of persons operating Receiving sets in their locality and forward a copy direct to the Chief Accountant at Head Office who will issue the necessary notification cards and forward to the Postmaster for delivery.

On receipt of a Radio Licence fee the Postmaster must give a receipt and send the amount to Head Office. A licence will then be issued and mailed to the licencee direct.

ACCOUNTING

Monthly Accounts from Non-Money Order Offices

The attention of Postmasters at non-Money Order Offices is drawn to the failure of many of them to submit correct monthly reports.

For the information of the Postmasters concerned a list of errors common to non-Money Order reports is detailed:

1. Name of office omitted.
2. Report not signed by Postmaster.
3. Report forwarded on numbered page of office Account book instead of Form 1020.
4. Balances not brought forward from month to month.
5. Balances not shown on foot of report.

Postmasters are requested to re-read Accounting Circular C.1. and give close attention to their work. The failure of Postmasters to submit correct reports is a source of considerable delay and inconvenience at Head Office, as well as an undue tax on the Telegraph Branch in handling telegraphic enquiries which must be made to clarify doubtful records.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of January 1939:

	No. of Errors	No. of Orders Issued and Paid during January
Bell Island Mines	7	1120
Branch	4	44
Buchans	6	1260
Coachman's Cove	4	45
Lewisporte	8	166
Port Saunders	4	80
Whitbourne	4	139
	37	2854

Total number of Orders issued during January	18859
Total number of Orders paid during January	9079
	27938
Total number of Errors	236
Percentage of Errors	.84
i.e., nearly 8½ errors for every 1,000 Orders issued and paid.	
Total number of figure Errors	211
Percentage of figure Errors	.75
i.e., 7½ errors for every 1,000 Orders issued and paid.	

Stolen United States Postal Money Order Forms

The following U. S. Money Order Forms have been reported stolen:

Popham Beach, Maine	Nos. 24832 to 25000 inclusive
Many Islands, Ark	Nos. 7792 to 8000 inclusive

The above Orders if presented at a Newfoundland Post Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Stolen United States Postal Money Order Forms Recovered

The following U.S.A. Money Order Forms reported stolen in the Post Office Circular of the 9th March, 1939, have now been recovered:

Highrock, Pa. ... Nos. 16976 to 17000 inclusive

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B	For Issuing.
Table A	For Paying.

POST OFFICE CIRCULAR.

THURSDAY, 30th MARCH, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

North Sydney ..... Messrs. Henry Lee and Donald Evelley to be Assorters at the North Sydney Assorting Office, as from 1st April, 1938.

RETIREMENT

St. John's Telegraph Delivery ..... Mr. Thos. Godden, Messenger in the St. John's Telegraph Delivery, to retire 31st March, 1939, on reaching the age limit.

PROMOTION

Bell Island Mines ..... Mr. J. H. Tarrant, Messenger Assistant at Bell Island Mines, to be second Assistant as from 1st April, 1939.

MAILS

Mail Bag Reports

During the month of April Form No. 1332, monthly Mail Bag Report, will be mailed to the larger offices including distribution offices throughout the country.

The form contains full information as to the particulars required and to whom it should be mailed.

The report becomes effective 1st May, 1939. Postmasters will check and note the number of bags on hand on that date, then account for all bags received during the month, return the completed form by first mail leaving their offices after 31st May and continue to make the report each month thereafter.

Treatment of Undeliverable Correspondence

The attention of all Postmasters is drawn to the instructions appearing on page 30 of the Post Office Circular of the 7th January, 1937, in connection with the treatment of any item of mail which, for any reason, cannot be delivered.

When forwarding "dead" items of mail to the Dead Letter Office Postmasters must show on each item the name of the office forwarding the item and the reason for non-delivery. For example, a letter which is undeliverable at Burnt Point because the addressee has died should be sent to the Dead Letter Office endorsed on the back "Returned from Burnt Point. Addressee deceased."

Delivery of C.O.D. Parcels

Another instance has come to light where a C.O.D. parcel was delivered before the charges were collected from the addressee.

Attention of Postmasters is drawn to the instructions appearing on page 485 of the Post Office Circular of the 9th March, 1939, which must be strictly followed.

Serious disciplinary action will be taken against any Postmaster who delivers a C.O.D article without first collecting the amount due thereon.

Letter Bills

A Letter Bill must be enclosed in every mail. All registered and insured items despatched must be listed on the Letter Bill. If no registered or insured items are to be despatched a Letter Bill marked "Nil" must be enclosed. The Mail Number must be shown on each Letter Bill starting at No. 1 with the first mail in January and continuing until the last mail in December. A separate series of numbers should be kept for each T.P.O. or Office to which mails are despatched. For example, on the main line of railway mails are despatched to No. 1 Express and to No. 2 Express. The first mail despatched in January to No. 1 Express will be numbered 1, the second 2, the third 3 and so on until the end of December. The first mail despatched in January to No. 2 Express will also be numbered 1, the second 2, the third 3, and so on until the end of December. Letter Bills must be made out in duplicate, one copy is to be enclosed in the mail, the other kept on file in the Post Office. When the acknowledgment is returned it must be compared with the copy of the bill. If it is in order it must be filed with it. If not, the difference must be reported at once to the Director of Postal Services and to the T.P.O. or Post Office concerned.

On the arrival of a mail the registered and insured items must be checked against the letter bill. If everything is in order the acknowledgment must be signed and returned to the office of despatch. If any item is missing, or if an item which is not listed has been received, the matter must be reported at once by telegraph to the Director of Postal Services and to the T.P.O. or Post Office concerned.

Acknowledgments must always be returned by the first mail to the office of despatch. If an official observes that any other official fails to return acknowledgments or delays their return, he must report to the Director of Postal Services.

These instructions are for Outport Postmasters. Special regulations are followed in the St. John's Post Offices where a special form of Letter Bill is in use.

Record Books

All Post Offices are supplied with books in which records of certain classes of Post Office business must be kept. In Non-Money Order Offices the Register Record Book looks after all items which need recording. Money Order Offices are, however, supplied with two other books, the Duty Delivery Book and the C.O.D. Received Book. Certain busy offices are supplied with C.O.D. Despatch Books.

(a) **Register Record Book**

At Non Money Order Offices all registered, insured and dutiable items must be listed in the Register Record Book immediately upon receipt. When they are being delivered the person taking delivery must sign the book in the column provided for that purpose. The Postmaster must then insert the date of delivery and any other necessary particulars. Registered and Insured items posted at an office must be listed in the Register Record Book as soon as they have been passed in by the person sending them. When the time comes to despatch them the date of despatch and the office or T.P.O. to which they are being despatched must be shown.

At Money Order Offices the procedure is the same as at Non Money Order Offices, except that as a Duty Delivery Book is provided it is not necessary to list duty parcels in the Register Record Book. At Money Order offices which have not a C.O.D. Despacth Book, C.O.D. parcels despatched should be listed in the Register Record Book. C.O.D. Parcels received must be listed in the C.O.D. Received Book not in the Register Record Book. Postmasters will find it easier for reference purposes if registered and insured items received are listed in the front of the Register Record Book, and those despatched in the back of the Register Record Book.

(b) **Duty Delivery Book and C.O.D. Received Book**

Full instructions as to the manner in which these books should be used are to be found in Accounting Circulars D.3 and D.5 respectively. They must always be kept up-to-date and all the required particulars written in them.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to the 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 30th March. Delivery should be effected in Montreal and New York on or about Monday, 3rd April. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "AURANIA" due to sail from Halifax on the 3rd April and arrive at Plymouth on the 10th April, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "MANHATTAN" due to sail from New York on the 5th April and arrive at Plymouth on or about the 12th April.

In the event of the S.S. "FORT AMHERST" sailing after the delivery of the mail received by the Express, due to arrive on Friday, the 31st March, correspondence for Canada, the U.S.A and American countries generally, will be accepted at the General, East and West End Post Offices for despatch by that steamer. Notices re the closing hour will be posted at the General, East and West End Post Offices.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, Monday, the 3rd April. Delivery should be effected in Montreal and New York on or about Friday, the 7th April. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "BEAVERBRAE" due to sail from Halifax direct for Great Britain on the 7th April. The first port of call and date of arrival have not yet been advised. Any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 8th April and arrive at Southampton on or about the 14th April.

TELEGRAPHS

Special Telegraph Tariff Supplement

In place of the Tariff Book which has been issued from time to time in the past, and in view of the one at present in use being considerably out of date the Department is issuing a special supplement to the Post Office Circular covering the telegraph rates to all countries, conditions of acceptance of telegrams, etc., and otherwise bringing the subject matter up to date. This Supplement will reach all offices in the course of a few weeks.

Mothers' Day Greetings Service

Mothers' Day festival will be held on the 14th May this year and the Greetings Service will be in operation under the same conditions as last year as from Wednesday, 10th May, to Saturday, 13th May inclusive.

Greeting messages of fixed texts, the list of which is given below, will be accepted at special rate of 15 cents on the dates shown above, and will be delivered on Saturday afternoon or Sunday morning.

The procedure will be the same as for Christmas and Easter Greeting Services. Messages will be selected by number which will be shown in place of the check. There will be no time or date shown and all messages, irrespective of the filing date, will be accounted for on the last day of the period, the 13th May.

Attention is directed to the necessity for transcribing the messages in ink in neat and clear handwriting at offices where there is no typewriter.

The list of fixed texts is as follows:—

1. To my dear Mother I send greetings on this day set apart for a special tribute to Mothers.
2. Though far away my thoughts are with you to-day Mother, as I know yours are often with me.

3. I send affectionate greetings to my Mother on Mothers' Day.
4. Fondest love and best wishes always, but especially on this day devoted to Mothers.
5. Greetings to my Mother. On this Mothers' Day I send best wishes for your happiness.
6. All my love and best wishes to my own dear Mother on Mothers' Day.
7. We send this message of love and affection this Mothers' Day.
8. I am thinking of you this Mothers' Day and hope you are well and happy.
9. This Mothers' Day my thoughts are with you in love and gratitude for all you have done for me.
10. To the Mother to whom I owe so much, I send love and best wishes on Mothers' Day.

Greeting Messages to MOTHERS will be delivered on the exclusive card-telegram at all points served by the Department's telegraph and telephone system, or mailed free of postage from the nearest office to its destination.

Messages to Mothers of senders own composition may be accepted and charged for at the normal rate of 25 cents for ten words and 2 cents for excess words.

These messages will be dated and show in the business of the day of acceptance.

Delivery will be made on the special Mothers' Day Greeting Form.

A supply of Greetings stationery has been mailed to practically all offices.

It is hoped that the staff will take a keen interest in endeavouring to popularise this service with the public.

Postmasters receiving advertising posters will display them on the public side of the Post Office together with one of the special forms.

Those offices that did not receive posters will display one of the special forms.

ACCOUNTING

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ..... For Issuing.
Table A ..... For Paying.

Pages 501 to 512

SUPPLEMENT

POST OFFICE CIRCULAR.

THURSDAY, 30th MARCH, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

DOMESTIC AND FOREIGN TELEGRAPH RATES WITH RULES GOVERNING COUNTING AND CHECKING OF TELEGRAMS

Domestic (Inland)

THE ORDINARY OR FULL RATE to all points in Newfoundland is 25 cents for the first ten words, and 2 cents for each additional word. Address and signature free.

PRIORITY 15 cents extra. It must be noted that the Priority service at the above rate on traffic for points outside of Newfoundland is applicable only on the system controlled by the Department of Posts and Telegraphs. Therefore, the domestic priority charge must be paid by the sender on such outside traffic (whether the telegram is paid or collect), and accounted for in the daily check reports.

BROADCAST. 50 cents for ten words or less, and 5 cents for each additional word.

METEOROLOGICAL. One half of the ordinary rate.

PRESS. 25 cents for forty words or less, and half cent for each additional word.

FESTIVAL GREETINGS. Flat rate of 15 cents for messages of fixed text. Messages of senders own composition at the ordinary rate.

INTERCEPTED TELEGRAMS. Flat rate equivalent to the rate of a ten word telegram from point of interception to point of destination, or office of origin to point of interception, as the case may be.

COPIES. A fee of 10 cents is charged for each copy of a telegram. (See Post Office Circular, page 299, regarding authority and identification).

FORWARDING CHARGES. On Ordinary telegrams are at full domestic rate. On night letters and day letters from other Administrations 25 cents for 50 words and 5 cents for each additional ten words or fraction thereof.

PHONO-TELEGRAMS. 15 cents for ten words or less, and 1 cent for each additional word.

MONEY TRANSFER TELEGRAMS—

(a) The order to pay money, including the order number, will be charged for at the basic rate of 25 cents, irrespective of the number of words.

(b) Any message embodied in the text, in addition to the order to pay section, and sent at the remitter's request, such as an order for goods, will be charged for at the normal rate of 2 cents per word.

(c) The telegram will bear a stroke check. The figure before the stroke, showing the number of chargeable words, and that after the stroke, shewing the actual number of words. The dollar sign counts as one word.

Example:—

6 C A 14/19 paid Fogo 10 a.m. June 22nd 1936.
To P.M. St. John's.
Order 1637 Pay Tom Smith 37 Prescott Street five dollars
($5.00) account John Jones express one sack flour.
P.M.
10.30 a.m.

Counting Domestic Telegrams

Five figures or characters are counted as one word in domestic telegrams and in traffic with Newfoundland-Labrador.

Examples:

38563	1 word.
385634	2 words.
½	1 word.
2¾	1 word.
109½	2 words.
Symbol % in combination with figures	3 characters.

NOTE:—When the symbols shown below appear in a message the sender should be requested to substitute the corresponding words to insure correct transmission. The cost will be the same.

% should be written	'percent'
# should be written	"No" or "Number"
¢ should be written	"cent" or "cents" "ct" or "cts"
@ should be written	"at or "to" (according to the sense in which it is used)
Symbols such as A/C, B/1, S/S, C/O	1 word each
Other combinations of letters and signs, each sign is counted as	1 word
Affixes, st, nd, rd, and th in ordinal numbers are counted as two characters, thus:—	
1st	1 word
1432nd	2 words

When words are underlined or placed in parenthesis, or within inverted commas, one extra word is charged for. One word each is charged for the ordinary signs of punctuation if they are required to be transmitted.

15 letters is the limit in a plain language word.

Pronounceable code words limited to ten letters are permissible in domestic telegrams and to Newfoundland-Labrador.

Names of ships count one word.

Street names when comprised of two or more words count as one word. Examples, New Gower, Prince of Wales.

The words "all right" or "alright" count two words.

Newfoundland-Labrador and Canadian-Labrador

From Newfoundland to the following wireless stations in Labrador 55 cents for ten words or less, and 4 cents for each additional word (Domestic Count).

Battle Harbour
Belle Isle
Cartwright
Domino (Summer Office)
Fishing Ships-Harbour (Summer Office)
Flat Islands (Summer Office)
Grady (Summer Office)
Hawkes Hr. (Summer Office)
Hebron (Private Office)
Holton (Summer Office)
Hopedale
Northwest-River (Private Office)
Point Amour
Port Hope-Simpson (Private Office)
Smokey (Summer Office)

From Newfoundland to Canadian Government Stations on Labrador via St. John's Wireless Station (Domestic count):—

	10 Words or Less	Each Additional Word
Blanc Sablon	85c.	6c.
Bonne Esperance	85c.	6c.
Bradore Bay	85c.	6c.
Chateau	85c.	6c.
Checatica	1.15c.	8c.
Forteau	75c.	5c.
Harrington	1.15c.	8c.
Lanse au Loup	75c.	5c.
Mutton Bay	1.15c.	8c.
Old Fort	85c.	6c.
Red Bay	85c.	6c.
Rocky Bay (Lobster Bay)	1.15c.	8c.
St. Augustine	1.15c.	8c.
East and West St. Modeste	75c.	5c.
Tabatiere	1.15c.	8c.
Wolf Bay	1.15c.	8c.

RADIOGRAMS

To Ships at Sea Add Government Tax of Ten Cents

	Per Word
Via Belle Isle	14c.
" Cape Race	12c.
" Newfoundland Labrador Stations	13c.
" North Sydney	19c.
" Point Amour	14c.
" St. John's	11c.
" St. Pierre	25c.

FOREIGN

St. Pierre and Miquelon

		10 Words or Less	Each Additional Word
St. Pierre.	Full Rate	50c.	4c.
" "	Day Letter rate for 50 words or less	75c.	15c. for each additional ten words or less.
" "	Night Letter Rate for 50 words or less	50c.	10c. for each additional ten words or less.

Add Government tax of ten cents.

[illegible] cters count as one word. Address and signature free.

Canada, Mexico and United States

Full and Night Rates from Newfoundland

Add Government Tax of 10 cents.

	FULL RATE		NIGHT RATE	
	10 Words or Less	Each addl. Word	10 Words or Less	Each addl. Word
Alabama	$1.50	12c.	$1.30	11c.
Alberta	1.85	14c.	1.60	13c.
Arizona	1.80	14c.	1.55	12c.
Arkansas	1.50	12c.	1.30	11c.
British Columbia	1.85	14c.	1.60	13c.
California	1.80	14c.	1.55	12c.
Colorado	1.50	12c.	1.30	11c.
Connecticut	1.20	10c.	1.05	09c.
Delaware	1.20	10c.	1.05	09c.
District of Columbia	1.20	10c.	1.05	09c.
Florida	1.50	12c.	1.30	11c.
Georgia	1.50	12c.	1.30	11c.
Idaho	1.80	14c.	1.55	12c.
Illinois (Chicago)	1.30	11c.	1.15	10c.
Illinois (all Other Offices)	1.50	12c.	1.30	11c.
Indiana	1.30	11c.	1.15	10c.
Iowa	1.50	12c.	1.30	11c.
Kansas	1.50	12c.	1.30	11c.
Kentucky	1.30	11c.	1.15	10c.
Louisiana	1.50	12c.	1.30	11c.
Maine	1.10	09c.	.95	08c.
Manitoba	1.55	12c.	1.35	11c.
Manitoba (Section 11)	1.75	14c.	1.50	12c.
Maryland	1.20	10c.	1.05	09c.
Massachusetts	1.20	10c.	1.05	09c.
Mexico (Zone 1)	2.40	18c.	1.95	15c.
Mexcio (Zone 2)	2.65	20c.	2.10	16c.
Mexico (Zone 3)	2.90	22c.	2.30	16c.
Mexico (Zone 4)	3.15	24c.	2.45	17c.
Michigan	1.30	11c.	1.15	10c.
Minnesota	1.50	12c.	1.30	11c.
Mississippi	1.50	12c.	1.30	11c.
Missouri	1.50	12c.	1.30	11c.
Montana	1.50	12c.	1.30	11c.
Nevada	1.80	14c.	1.55	12c.
New Jersey	1.20	10c.	1.05	09c.
North Carolina	1.30	11c.	1.15	10c.
Nebraska	1.50	12c.	1.30	11c.
New Brunswick	.90	08c.	.85	07c.
New Hampshire	1.20	10c.	1.05	09c.
New Mexico	1.50	12c.	1.30	11c.
New York	1.20	10c.	1.05	09c.
North Dakota	1.50	12c.	1.30	11c.
Nova Scotia	.90	08c.	.85	07c.
Ohio	1.30	11c.	1.15	10c.
Oklahoma	1.50	12c.	1.30	11c.
Ontario (Sec. 3)	1.10	09c.	1.00	09c.
Ontario (Sec. 4)	1.05	09c.	.95	08c.
Ontario (Sec. 5)	1.35	11c.	1.20	10c.
Ontario (Sec. 6)	1.35	11c.	1.20	10c.
Ontario (Sec. 8)	1.45	12c.	1.25	10c.

	FULL RATE		NIGHT RATE	
	10 Words or Less	Each addl. Word	10 Words or Less	Each addl Word
Ontario (Sec. 9)	1.45	12c.	1.25	10c.
Ontario (Sec. 10)	1.55	12c.	1.35	11c.
Oregon	1.80	14c.	1.55	12c.
Pennsylvania	1.20	10c.	1.05	09c.
Prince Edward Island	.90	08c.	.90	08c.
Quebec (Sec. 2)	1.00	09c.	.90	08c.
Quebec (Sec. 3)	1.10	09c.	1.00	09c.
Rhode Island	1.20	10c.	1.05	09c.
Saskatchewan (Sec. 12)	1.70	13c.	1.50	12c.
Saskatchewan (Sec. 14)	1.80	14c.	1.60	13c.
South Carolina	1.30	11c.	1.15	10c.
South Dakota	1.50	12c.	1.30	11c.
Tennessee	1.50	12c.	1.30	11c.
Texas	1.50	12c.	1.30	11c.
Utah	1.80	14c.	1.55	12c.
Vermont	1.20	10c.	1.05	09c.
Virginia	1.30	11c.	1.15	10c.
Washington	1.80	14c.	1.55	12c.
West Virginia	1.30	11c.	1.15	10c.
Wisconsin	1.50	12c.	1.30	11c.
Wyoming	1.50	12c.	1.30	11c.

Note. In telegrams to Canada, Mexico and United States, the address and signature free. Each figure or character in the text counts one word.

Night Letter Rate

The rate for a Night Letter of FIFTY words or less is exactly equal to the Regular Full Rate on a ten word telegram; and one-fifth of the fifty-word rate shall be charged for each additional ten words or less.

Examples—

To New York, N.Y., $1.20 for 50 words or less, plus 24 cents for each additional 10 words or less.

To Halifax, N.S., 90 cents for 50 words or less, plus 18 cents for each additional 10 words or less.

Night Letters are accepted at any time up to midnight for delivery not earlier than the morning of the ensuing business day.

Foreign Language, Code and Cipher accepted in Night Letters to Canada, Mexico and United States.

Day Letter Rate

The rate for a Day Letter of FIFTY words or less is one and one-half times the rate for a ten word Regular Full Rate Message, and one-fifth of the fifty word rate for each additional ten words or less.

Examples—

50 words or less Day Letter to New York, N.Y., $1.80 plus 36 cents for each additional ten words or less.

50 words or less Day Letter to Halifax, N.S., $1.35 plus 27 cents for each additional ten words or less.

Foreign Language, Code and Cipher accepted in Day Letters to Canada, Mexico and United States.

Press Rate

To Halifax: Press Rate 1¼ cents per word, minimum ten words.

To New York, N.Y.: Press Rate 3 cents per word, minimum ten words.

To Boston: Press Rate 4 cents per word, minimum ten words.

Note:—In telegrams to Canada, Mexico and the United States each figure or character counts a word. Address and signature free.

CABLEGRAMS

Information in Connexion With the Handling of Cablegrams

Classes of Service. Ordinary Full Rate, Code (CDE). Deferred (LC). Cable Letter Telegram (NLT)

CDE Cablegrams

The ten letter code system has been abolished and no code word may exceed five letters in length.

Every code message must bear the indicator "CDE" preceding the address. This indicator will be transmitted free of charge.

The charge per word for "CDE" messages will be 60% of the full ordinary rate, rounded up to the nearest cent with a minimum charge of five words for each message address and signature counted.

Words in the address and bona fide signatures of "CDE" messages, while chargeable at the reduced rate, will be counted at fifteen letters to the word.

In mixed "CDE" messages, containing both code and plain language, the plain language words will be charged at the rate of five letters to the word.

Figures will be admitted in "CDE" messages but will be limited to one-half of the total chargeable words and groups contained in the text and signature. They will be counted on the basis of one chargeable word for each five figures or any fraction thereof in each group.

Commercial Marks composed of letters and figures will also be accepted at five letter count but they and other figure groups must not exceed one-half of the chargeable words contained in text and signature.

Where one-half of the total chargeable words in text and signature results in a fraction, the number of figure groups permissible will be rounded up to the next whole number.

Messages which contain words in secret language exceeding five letters in length and those that contain more than the specified proportion of figure groups or commercial marks will be chargeable at the Full Rate, each secret language word being counted at the rate of five characters to the word. Plain language words in such messages will be counted at five letters to the word.

Messages containing combinations, abbreviations, contractions or mutilations of plain language words are not admitted.

Bank or similar messages written in plain language may include a check word or number as the first text word. The check word or number will be limited to five characters. For the purpose of charging, such messages are not considered as code messages.

Urgent "CDE" messages will be charged at double the "CDE" rate plus one word for the service indicator, "Urgent" written before the address. Urgent plain language and cipher messages will likewise be charged at double rates, under the same conditions. Partially Urgent and Preferred services will be cancelled.

Cipher Cablegrams

It must be noted that plain language words in cipher messages are accounted for at the rate of five letters to the word instead of fifteen letters as heretofore.

Deferred Plain Language Cablegrams

The Deferred Plain Language Cablegram must be written in the language of the country of origin, country of destination, or French. The use of more than one language in the same message is not permitted. The sender must write before the address, and pay the charge on one word, for the letters LC. This declaration shows that the message is deferred. Deferred cablegrams are subject to a five word minimum charge.

The message must have an address and a text. A signature is optional with the sender, but the administration will not be able to make unpaid enquiries about the senders of unsigned messages.

THE ADDRESS may be a cable address; street numbers may be expressed in figures.

THE TEXT must be written entirely in plain language, figures, commercial marks, abbreviations allowed, 5 figures to a word. Figures (except in the address) should be written in words. Genuine words spelled according to established usage, with not more than fifteen letters, will be charged as single words. Any message having a succession of isolated letters, of numbers, of names, or of words, without connected meaning, and generally any message which does not in the opinion of the Telegraph Service bear an intelligible meaning on the face of it, is not admitted to the benefit of the Deferred Rate.

Numbers written in figures, commercial marks, or abbreviated expressions, such as F.O.B., C.I.F., C.A.F., S.V.P., etc., are admitted in deferred messages, but the number of such expressions or groups, reckoned in accordance with the rules for charging, must not exceed one third of the number of chargeable words in the combined text and signature of the message. If one-third of the text and signature results in a fraction, the fraction is rounded up to the next whole number. Thus (for example) when there are 13 words in the combined text and signature, a third of which is 4 1/3, the groups allowed would be five.

When the figure groups exceed the number allowed the check is increased and the cablegram is doubled-checked to conform with the above regulation. Thus in a message of which the combined text and signature contains ten words, and the address 5 words, the check would be as follows:—

Examples:

With 4 groups the check would be 15 words.
With 5 groups the check would be 18/15 words.
With 6 groups the check would be 21/15 words.
The figures before the stroke being the chargeable number of words.

REPLY PAID. A reply to a Deferred Plain Language Message may be prepaid, but the instruction must be expressed in FULL RATE terms.

Example:

If the sender of a Deferred Cablegram wishes to prepay a Deferred Reply of 26 words the instruction to be written before the address should be "RP and the amount."

CABLE NIGHT LETTER TELEGRAMS

Cable Night Letter telegrams are accepted for delivery the day after filing.

The indicator "NLT" which must be placed before the address is counted and charged for

Cable NIGHT LETTER RATES are UNIFORMLY ONE-THIRD OF THE FULL ORDINARY RATE, minimum twenty-five words.

Cable Night Letter Telegrams to be mailed from London to places on the Continent will be accepted at the same rate as to London, but they must bear a full mail address, and the words "Post London" must follow the address.

It is to be noted that the Cable Night Letter does not exclude figures that harmonise with the text and conform with the regulation governing deferred (LC) traffic.

NOTE. Cable Night Letter Telegrams bearing a full mail address with "Post London" may be written in the language of the country of origin or destination.

CABLEGRAM PRESS RATES

Great Britain	05	per word.
Poland	08½	" "
France	05	" "
Denmark	09	" "
Sweden	07	" "
Spain	08	" "
Russia	09	" "
Czecho Slovakia	10	" "
Danzig Area (Via Azores-Emden)	08	" "
(Via France)	11½	" "
Italy (Via Italcable)	08	" "
(Via Havre)	11	" "

Note. Whenever L.C. charges are less than NLT the LC rate should be used. For instance on 18 words or less to Great Britain, LC rate gives a cheaper and faster service than NLT and should, therefore, be applied.

Empire Cablegram Press Rate

The Empire press rate from Newfoundland to all parts of the Empire (except Canada) is a flat rate of four and a half cents per word. For the present, Palestine, Transjordan and Sudan are excluded.

The Empire Press Rate will only apply to press messages routed "Via Imperial," and comes into effect on April 15th, 1939.

Cablegram Rates

Cablegram Rates from all Offices of the Department of Posts and Telegraphs in Newfoundland to the Principal Places Outside this Country. Add Government Tax of 10 cents.

	Full Rate	Code Rate (CDE)	Deferred (LC)	Night Letters (NLT) Initial 25 Words	Night Letters (NLT) Excess Words
Antigua, West Indies	30c.	20c.	15c.	$2.50	10c.
Argentine Republic, South America	56c.	34c.	28c.	4.67	18 2-3
Australia	46c.	28c.	23c.	3.84	15 1-3
Azores	26c.	16c.	13c.	2.17	08 2-3
Bahama Islands	30c.	20c.	15c.	2.50	10
Barbados, West Indies	30c.	20c.	15c.	2.50	10
Belgium	23c.	14c.	11½c.	1.92	07 2-3
Bermuda	44c.	27c.	22c.	3.67	14 2-3
Brazil	56c.	34c.	28c.	4.67	18 2-3
British Guiana—Georgetown	30c.	20c.	15c.	2.50	10
Canary Islands	34c.	21c.	17c.	2.84	11 1-3
Cape Verde Islands—St. Vincent	75c.	45c.	37½c.	6.25	25
Ceylon	48c.	29c.	24c.	4.00	16
Chili	56c.	34c.	28c.	4.67	18 2-3
China—Macao	1.04c.	63c.	52c.	....	
China—All Other Places	96c.	58c.	48c.	8.00	32
Costa Rica—					
San Jose, Port-Limon and Puntarenas	49c.	30c.	24½c.	4.09	16 1-3
Colorado Bar	69c.	42c.	34½c.	.....	....
All Other Places	54c.	33c.	27c.	4.50	18
Cuba—Havana and Santiago	27c.	17c.	13½c.	2.25	09
Czecho-Slovakia	31c.	19c.	15½c.	2.59	10 1-3
Denmark	26c.	16c.	13c.	2.17	08 2-3
Dominica, West Indies	30c.	20c.	15c.	2.50	10
Dutch East Indies	98c.	59c.	49½c.	8.17	32 2-3
Egypt	45c.	27c.	22½c.	3.75	15
Faroe Islands	28c.	17c.	14c.	2.34	9 1-3
Caicos Isles	30c.	20c.	15c.	2.50	10
Grenada	30c.	20c.	15c.	2.50	10
France	23c.	14c.	11½c.	1.92	07 2-3
Germany	25c.	15c.	12½c.	2.09	08 1-3
Gibraltar	36c.	22c.	18c.	3.00	12
Great Britain and Ireland	18c.	11c.	08c.	1.50	06
Greece and Islands	35c.	21c.	17½c.	2.92	11 2-3
Holland	25c.	15c.	12½c.	2.09	08 1-3
Hungary	33c.	20c.	16½c.	2.75	11
Iceland	30c.	18c.	15c.	.....	.
Burmah, India	58c.	35c.	29c.	4.84	19 1-3
India	51c.	31c.	25½c.	4.25	17
Italy, including Sardinia and Sicily	27c.	17c.	13½c.	2.25	09
Jamaica, West Indies	30c.	20c.	15c.	2.50	10
Japan	80c.	48c.	40c.	6.67	26 2-3
Madeira, Africa Funchal	40c.	24c.	20c.	3.34	13 1-3
Porto Santo	42c.	26c.	20c.	3.50	14
Malta	32c.	20c.	16c.	2.67	10 2-3
New Zealand	44c.	27c.	22c.	3.67	14 2-3
Norway	24c.	15c.	12c.	2.00	08
Panama, Republic of	44c.	27c.	22c.	3.67	14 2-3
Paraguay, South America	56c.	34c.	28c.	4.67	18 2-3
Poland	27c.	17c.	13½c.	2.25	09
Porto Rico, West Indies	44c.	27c.	22c.	3.67	14 2-3

	Full Rate	Code Rate (CDE)	Deferred (LC)	Night Letters (NLT) Initial 25 Words	Night Letters (NLT) Excess Words
Portugal	30c.	18c.	15c.	2.50	10
Roumania	33c.	20c.	16½c.	2.75	11
Russia in Asia	30c.	18c.	15c.	2.50	10
Russia in Europe, incl. Ukraine	30c.	18c.	15c.	2.50	10
St. Croix, West Indies	54c.	33c.	27c.	4.50	18
St. Kitts, West Indies	30c.	20c.	15c.	2.50	10
St. Lucia, West Indies	30c.	20c.	15c.	2.50	10
Montserrat, B.W.I.	30c.	20c.	15c.	2.50	10
St. Thomas, West Indies	54c.	33c.	27c.	4.50	18
St. Vincent, West Indies	30c.	20c.	15c.	2.50	10
San Domingo (Dominican Republic)					
San Domingo City, Puerto Plata	54c.	33c.	27c.	4.50	18
South Africa (British) Union of South Africa-Basotuland, British Bechuanaland, Cape Colony, Natal, Orange Free State, Transvaal, Zululand	50c.	30c.	25c.	4.17	16 2-3
Rhodesia, Northern—Abercorn, Fort Jameson and Kasama	62c.	38c.	31c.	5.17	20 2-3
All Other Places	60c.	36c.	30c.	5.00	20
Rhodesia, Southern	54c.	33c.	27c.	4.50	18
Spain	30c.	18c.	15c.	2.50	10
Sweden	25c.	15c.	12½c.	2.09	08 1-3
Switzerland	27c.	17c.	13½c.	2.25	09
Syria	46c.	28c.	23c.	3.84	15 1-3
Trinidad, West Indies	30c.	20c.	15c.	2.50	10
Turkey in Europe	36c.	22c.	..	.	.
Turk's Island, West Indies	44c.	27c.	22c.	3.67	14 2-3
Venezuela	56c.	34c.	28c.	4.67	18 2-3
Tobago, B.W.I.	30c.	20c.	15c.	2.50	10

EMPIRE CABLEGRAM RATES

The cablegram rates VIA IMPERIAL from Newfoundland to any of the countries in the list below will be as follows:—

Class of Traffic	Indicator	Rate	
Full Rate	(ORD)	30 cents per word	Plus the Government Tax of 10 cents on each message
Code	(CDE)	20 cents per word	
Deferred	(LC)	15 cents per word	
Night Letters	(NLT)	$2.50 for 25 words or less plus 10 cents for each additional word	

Press Rates to Empire points Via Imperial 4½ cents per word. (Canada, Palestine, Transjordan and Sudan excluded).

The list of countries to which the above rates would apply is as follows:—

Aden
Ascension
Australian Commonwealth
†‡* Bahamas
Bermuda
* British Guiana
†‡* British Honduras
British North Borneo
British Somaliland

British West Africa;
Gambia
Gold Coast
Nigeria
Sierra Leone
Cameroons (British Zone)
British West Indies
* Antigua
* Barbados

British West Indies;
* Caicos Isles
* Dominica
* Grenada
* Jamaica
* Montserrat
* St. Kitts
* St. Lucia
* St. Vincent
* Tobago
* Trinidad
‡* Turks Island
Brunei
Burma
Ceylon
Chatham Islands
Christmas Island
Cooks Island
Cyprus
†‡* Falkland Isles
Fanning Isle
Fiji
Gibraltar
Gilbert and Ellice Islands
Hong Kong
India
Kenya
Labuan
Malay States
Malta
Mauritius
Nauru
New Guiana Territory
New Zealand
Norfolk Island
Nyasaland
Palestine
Papua
Pemba Island
Perim
Rhodesia North and South
Rodriguez
St. Helena
Samoa except Tutaila
Sarawak
Seychelles
Solomon Islands
South Africa
South West Africa
Straits Settlements
Tanganyika
Tonga or Friendly Isles
Uganda
Union Islands
Willis Islets
Zanzibar

* Denotes that the Empire rate applies "Via Commercial' and "Anglo" also.

‡* Denotes that traffic may aslo be routed "Via Anglo" to this point at the Empire rate.

†‡* Denotes that the Empire rate applies to traffic routed "Via Commercial" also.

Note. Figures and/or characters in cablegrams are counted as in domestic traffic.

Rates from Newfoundland-Labrador to Points Outside Newfoundland

To find the through rates on full paid telegrams from Newfoundland-Labrador Stations to points in Canada, Mexico and the United States add 30 and 2 to the existing rate from Newfoundland.

To compute Night Letter and Day Letter rates apply the usual rule after adding the above.

Cablegram rates from Newfoundland-Labrador are computed by adding the following to the rate from Newfoundland to the country of destination.

On Full Rate	add	4c.	per word.
" CDE	"	3c.	" "
" LC	"	2c.	" "
" NLT	"	34c.	Minimum of 25 words, 1 1/3c. for each additional word.

Add Government tax of ten cents.

The indicator LC and NLT are counted and charged for.

The above rates apply to Newfoundland-Labrador cablegrams routed via connexions other than the Imperial

Preferential Rates

Preferential cablegram rates apply to traffic from Newfoundland-Labrador "Via Imperial" only, as follows:—To all Empire points (except Canada) the Empire rates as from Newfoundland apply.

To other than Empire points add the following to the cablegram rates from Newfoundland:

On Full Rate	add	4c. per word.
" CDE	"	60% of Full Rate.
" LC	"	2c. per word.
" NLT	"	a minimum of 25c. per 25 words or less and 1c for each additional wdrd.

POST OFFICE CIRCULAR.

THURSDAY, 6th APRIL, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. John's Telegraph Delivery ..... Mr. Joseph Downey to be Messenger as from 1st April, 1939.

RESIGNATION

Braggs Island ..... Miss Irene Feltham, Postmistress and Operator, effective 30th April, 1939.

Creston ..... Miss Marion Hollett, Postmistress and Telephone Attendant effective 30th April, 1939. Not advertised.

VACANCY

Braggs Island ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 18th April, 1939, for the position of Postmaster and Wireless Operator at Braggs Island. Salary $360. per annum unless the successful applicant is a female resident of Braggs Island, in which case the salary will be $300. per annum. Wireless qualifications are essential. Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, date of birth, educational qualifications, departmental experience, whether married or single, and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

MAILS

Postage Due Stamps

Postage Due Stamps of the values of 1 cent, 2 cents, 3 cents, 4 cents, 5 cents and 10 cents, will be brought into use in the Department on Monday, the 1st May next.

These stamps will be supplied for the purpose of accounting for surcharges on short paid correspondence. If for example, an office receives a letter on which, owing to insufficient postage stamps being affixed, there is a surcharge of 4 cents to be paid it will be the duty of the Postmaster when the addressee calls for the letter to affix a 4 cent Postage Due Stamp to the letter and cancel it with the office date stamp. The surcharge of 4 cents must then be collected from the addressee on delivery.

A sufficient stock of these stamps is being sent to all Money Order Offices to last for a reasonable period. Fresh stocks should be requisitioned from Head Office on the Stamp Requisition Form accompanied by cash to the value of the stamps required as soon as half the initial supply is exhausted.

The use of these stamps will make it unnecessary in future for Postmasters to account for surcharges collected for short paid correspondence under Miscellaneous Revenue of their Report Forms.

More detailed instructions will be forwarded with the initial supplies of these stamps.

Care and Use of Date Stamps

Date-stamps must be kept clean and the dates must be changed daily. They must be used on items of mail matter as follows:—

Outgoing Mails. Every letter, parcel or other class of mail despatched from a post office must bear an impression of the date stamp of that office.

Incoming Mails. All letter and parcel bills received must be date-stamped. Items of mail received for delivery should not be date stamped.

The attention of Postmasters is also drawn to the instructions with reference to the use of date-stamps appearing on page 434 of the Post Office Circular.

Seals on Mail Bags

Every bag of mail despatched from a Post Office must be securely tied with the twine provided for that purpose. The knot in the twine must be covered with sealing wax and a clear impression of the official seal made in the sealing wax.

On the arrival of a mail the seals on every bag should be examined carefully before the courier is given his receipt. If any of the seals appear to have been tampered with the Postmaster should write across the receipt "Seals on bags appear to have been tampered with." The bags must then be opened by cutting the string as far away from the seal as possible so that the seal may be kept in the condition in which it was received. A complete examination should be made at once in order to ascertain if any items of mail matter are missing and a telegram giving full details sent to the Director of Postal Services. The seals should be kept carefully so that they may be forwarded to the Director of Postal Services should he require them.

Registered and Insured Articles

Registered and Insured items should always be kept in a safe or locked compartment. At Post Offices where more than one official is employed, one member of the staff should be made responsible for all registers and they should be kept so that no other member of the staff will have access to them. In the event of it being necessary to transfer the control of registers or other matter from one clerk to another the transfer should be made by the Postmaster. In cases where this or a similar duty is assigned to subordinates, the Postmaster should make frequent checks to see that everything is in order.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 6th April. Delivery should be effected in Montreal and New York on or about Monday, the 10th April. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF RICHMOND" due to sail from Halifax on the 9th April and arrive at Greenock on 15th April, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "COLUMBUS" due to sail from New York on the 11th April and due to arrive at Plymouth on the 18th April.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 10th April. Delivery should be effected in Montreal and New York on or about Friday, the 14th April. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF BEDFORD" due to sail from Halifax on the 15th April and arrive at Liverpool on the 22nd April. Correspondence endorsed "Via New York" will be forwarded for connexion with the S.S. "AQUITANIA" due to sail from New York on the 15th April and arrive at Southampton on the 21st April.

STORES

Return of Unused Equipment to Head Office

It has been brought to the attention of the Department that certain officials are not carrying out the instructions contained in Secretary's Circular No. 23, and on pages 103, 301, 333, 342 and 441 of the Post Office Circular, with reference to the return of surplus apparatus.

Attention is again drawn to the necessity for returning unused equipment to Head Office without delay. Excessive line material and tools, telephones, telegraph and wireless apparatus, and empty gasoline drums, should be sent in immediately. The failure to do this has caused a shortage of telephones at Head Office and several urgent requisitions cannot be filled because telephones have not been returned for repairs.

Postmasters at Telegraph Offices should see that all telephones on their circuit, that are not in use, are returned to the Postal Stores immediately. This instruction must be strictly observed.

TELEGRAPHS

Acceptance of Telegrams

Postmasters will note in connexion with the acceptance of telegrams for transmission that:

(a) No telegram is to be accepted signed "People of X" or any similar signature unless the party sending it writes his or her name in the space provided for that purpose on the face of the telegram form.

(b) Before a telegram apparently containing libellous or defamatory matter is transmitted the contents are to be referred to the Secretary of the Department for his advice.

ACCOUNTING

Irregular Endorsement of Money Orders

The attention of the Postmasters at Money Order Offices is directed to the fact that paid money orders are being returned to the Accountant's office improperly endorsed.

Money Orders drawn in favor of Societies, Associations or firms must be endorsed by some responsible officer of the Society, Association or firm, for example, a money order payable to the "L.O.A." or **"Loyal Orange Association" must be endorsed "Loyal Orange Association per John Jones, Secretary."**

Money Orders endorsed "L.O.A." only are frequently received at this office, and if an enquiry should be made there is no means of telling to whom the money was paid.

The work of the Head Office staff is increased considerably by the irregular manner in which the money order business is being conducted at certain branch post offices, and serious action will have to be taken against those officials who persist in accepting cheques and money orders irregularly endorsed and otherwise disregard the instructions issued from time to time by the Secretary of the Department.

Postmasters should refer to the instructions governing the endorsement of cheques and money orders appearing on pages 268 and 435 of the Post Office Circular. The same rule applies to the endorsement of money orders as in the case of the endorsement of cheques.

Correction Re Stolen Money Order Forms

Money Order forms reported as stolen from Many Islands, Ark., and published on page 496 of the Post Office Circular of the 23rd March, 1939, as 7792 to 8000 inclusive should read. 7792 to 7800 inclusive.

Stolen United States Postal Money Orders

The following U. S. A. money order forms have been reported stolen:—

Bristol Centre, New York	Nos. 34733 to 34752 inclusive
Williams, Ky	Nos. 77 to 200 inclusive

The above orders, if presented at a Newfoundland Post Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Stolen United States Postal Money Order Forms Recovered

The following U. S. A. Money Order Forms reported stolen in the Post Office Circular of the 23rd March, 1939, have now been recovered:

Popham Beach, Maine	Nos. 24832 to 25000 inclusive

Commission on Money Orders Drawn on the U.S.A.

Amount of Order:—

Any amount up to $5.00	10c.
$ 5.01 to $ 10.00	20c.
10.01 to 20.00	35c.
20.01 to 30.00	50c.
30.01 to 40.00	65c.
40.01 to 50.00	80c.
50.01 to 60.00	95c.
60.01 to 70.00	1.10c.
70.01 to 80.00	1.25c.
80.01 to 100.00	1.50c.

Postmasters should be careful to apply the above rates of commission when preparing money orders for payments in the U. S. A. and they are reminded that they are liable for any loss to the revenue which may arise through their failure to carry out their instructions.

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B	For Issuing
Table A	For Paying

POST OFFICE CIRCULAR.

THURSDAY, 13th APRIL, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

Commendation

The General Manager of the Newfoundland Railway has written to the Department to commend the action of Mr. Daniel O'Neil, Mail Clerk on the main line railway, in an incident which occurred recently. Mr. O'Neil was looking out of the door of the mail car and noticed that the push plow was off the track which was a fact unknown to the Engineer and Fireman at the time. Mr. O'Neil promptly applied the air brake and no doubt prevented a derailment of the train.

The Department is pleased to commend the resource and initiative of Mr. O'Neil.

RESIGNATION

King's Cove .....Miss Meta Frampton, Postmistress and Operator, effective 30th April, 1939.

VACANCY

King's Cove .....Applications addressed to the Secretary, Department Posts and Telegraphs, will be received up to 18th April, 1939, for the position of Postmistress and Operator at King's Cove, at a salary of $516. per annum. Wireless qualifications are essential. Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, date of birth, educational qualifications, departmental experience, whether married or single, and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

Safe Combinations

Renewed attention is drawn to the request on page 457 of the Post Office Circular of the 19th January, 1939, that every office having a safe send the combination under confidential cover to the Staff Clerk by return mail.

There are still a number of offices that have not forwarded the combination of their safes. All Postmasters, who have not yet done so, are instructed to forward the combination of the safe or safes at their offices without delay.

MAILS

Emptying of Mail Bags

The attention of Postmasters is again drawn to the instructions appearing on pages 33 and 102 of the Post Office Circulars, with reference to the emptying of mail bags. There is reason to believe that these instructions are not being followed at all Post Offices. Postmasters must take

care that all mail bags are thoroughly searched and make sure that they are empty by turning them inside out. Future non-observance of these regulations will be severely dealt with.

Return of Duty Parcels to Sender

The instructions appearing on page 483 of the Post Office Circular of the 2nd March refer to cases in which Duty Parcels cannot be delivered and are returned by the Postmaster to the General Post Office, St. John's, for return to the sender. In such cases Form 1005 must be filled in by the Postmaster.

In cases where the parcel has been delivered and the addressee wishes to return it and obtain a refund of the duty paid, Form 1005 must be filled in by the addressee.

Postmasters should study paragraphs 7 and 8 of Accounting Circular D.3 and pages 158 and 159 of the Post Office Circular of the 19th August, 1937.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 13th April. Delivery should be effected in Montreal and New York on or about Monday, the 17th April. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. 'DROMORE" due to sail from St. John's on the 18th April and arrive at Liverpool on the 26th April, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "WASHINGTON" due to sail from New York on the 19th April and arrive at Plymouth on the 26th April.

In the event of the S.S. "MANAQUI" (which steamer is temporarily replacing the S.S. "FORT AMHERST") sailing after the delivery of mails received by the Express, due to arrive on Friday, the 14th April, correspondence for Canada and the U.S.A. and American countries generally, will be accepted at the General, East and West End Post Offices for despatch by that steamer Notices re the closing hour will be posted at the General, East and West End Post Offices.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 17th April. Delivery should be effected in Montreal and New York on or about Friday, the 21st April. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "DROMORE," but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 25th April and arrive at Southampton on the 1st May.

STORES

Instructions Governing the Return of Unused Equipment

Renewed attention is drawn to the necessity for officials to mark plainly on the outside of packages the name of the office returning material to the Stores, for example, "Telephone from Grand Falls." Much unnecessary work is involved in tracing the office of origin when this is not done, and it sometimes results in offices being charged with apparatus which has already been returned.

Material should not be consigned to individual officials but should always be addressed to "Postal Stores, Department Posts, St. John's."

Store Requisition Form No. 1269 To Be Used

Despite repeated instructions certain offices continue to use requisition for stores by letter on scraps of paper, etc. It is important that the proper Store Requisition Sheet, Form No. 1269, be used at all times. The quantity required, name of article, and the Form number of the required supplies, must be stated without fail.

Returned Lead Seals

When returning used Lead Seals to the Stores, Postmasters should see that short ends of twine are removed before mailing.

TELEGRAPHS

Public Broadcast Notices

It has been brought to the attention of the Department that Public Notices, which are telegraphed to all offices from time to time, are not exhibited for the information of the public.

These notices are filed with the Department and paid for by the sender with the understanding that they will be DISPLAYED on the public side of all Telegraph and Telephone offices throughout the system for the information of the public.

Postmasters and Telephone Attendants should re-copy the notice in large plain writing, where typewriters are not available, and post it up where the public can see it.

It should be exhibited for at least two weeks unless otherwise advised.

Corrections

In the list of Telegraph Offices on page 260 of the Post Office Circular of the 3rd February 1938 **delete Musgravetown**.

In the list of Telephone Offices, Page 471, of the Post Office Circular of the 9th February, 1939, **delete Baracholx (near Brig Bay) Via Brig Bay**, and on page 472 **Collins Cove Via Burin.**

On page 476 of the Post Office Circular of the 16th February, 1939, delete **New Ferrole (Shoal Cove West) Via Brig Bay.**

Errors, Delays and Failures

During the month of March there were recorded: Errors 4; Delays Nil; Failures 3. The offices involved were as follows:—

ERRORS

Between	Topsail and St. John's	1	
"	Barhaven and St. Kyrans	1	('Phone)
At	Bonavista	1	(Assistant)
"	Ramea	1	

FAILURES

At	Bonne Bay	2
"	Wesleyville	1

Fines imposed were as follows:

Mr. R. Abbott, (Assistant) Bonavista, 10 cents for error in figures. Miss Kennedy, Bonne Bay, 20 cents, for two failures. Miss E. Grandy, Wesleyville, 10 cents, for 1 failure.

Traffic

The total number of paid telegrams for March was 27,918, of which 1,335 were sent by the Priority Service. The total for March, 1938, was 29,371, with 1,098 by Priority Service.

The total number of Service Messages for March was 5,393 as compared with 3,420 for March 1938.

The number of D.H. Messages for March was 1,346 as compared with 1,249 for March 1938.

Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message service consisted of 12,501 words, which is equivalent to 8,330 tele- [illegible] March 1938 of the equivalent of 2,210 messages.

ACCOUNTING

Date-Stamping of Money Orders

Despite the instructions appearing on pages 167, 255 and 488 of the Post Office Circular, certain Postmasters are still neglecting to see that a clear impression of the date-stamp is shown on all Money Orders issued or paid.

Complaints are received from time to time from foreign Administrations concerning Money Orders presented which do not bear the date-stamp of the issuing office.

In many cases payment is refused for this reason until the authority has been sought and granted by Head Office at St. John's, which results in a delay of three weeks or more.

Such instances of carelessness is causing much inconvenience and annoyance to the payee and Head Office alike.

Postmasters failing to carry out the instructions referred to above will render themselves liable to disciplinary action.

Suspension of Money Order Service to and From Czecho-Slovakia

This Department has been advised of the suspension of the Money Order Service to and from Czecho-Slovakia until further notice. Postmasters will please govern themselves accordingly.

Stolen United States Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Dabney, Ark ... Nos. 10462 to 10,600 inclusive
Dwale, Va. ... Nos. 9677 to 9,800 inclusive
Glenns, Va. ... Nos. 8971 to 9,200 inclusive

The above orders, if presented at a Newfoundland Post Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... For Issuing
Table A ... For Paying

POST OFFICE CIRCULAR.

THURSDAY, 20th APRIL, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

Post Office Prosecutions

Mr. George W. Masters, former Postmaster of Coomb's Cove, charged before Magistrate Linegar at Harbour Breton on the 8th April, 1939, with embezzlement of Post Office funds, was convicted and sentenced to a fine of one hundred and thirty-five dollars and twenty-six cents, and six months imprisonment in H. M. Penitentiary.

APPOINTMENT

Burnt Islands, P.B. .....Mrs. Minnie Pardy to be Telephone Attendant as from the 14th April, 1939.

RESIGNATION

Burnt Islands, P.B. .....Mrs. Levi Hoben, Telephone Attendant, as from the 13th April, 1939. Not advertised.

RETIREMENTS

Coomb's Cove .....Mr. Geo. W. Masters, Postmaster and Telephone Attendant, ceased to be employed as from 13th March, 1939. Pending the appointment of a new official the business of the Post Office is being conducted by Miss Florence Bungay and the business of the telephone office by Mrs. Amelia Masters.

MAILS

Return of Advice of Reception Cards

The attention of Postmasters is again drawn to the rules governing the ADVICE OF RECEPTION SERVICE FOR REGISTERED CORRESPONDENCE AND INSURED PARCELS appearing on pages 223 and 224 of the Post Office Circular of the 9th December, 1937. Special attention is directed to PARAGRAPH 4 on page 224, OFFICE OF RECEPTION, with reference to the return of the ADVICE OF RECEPTION CARDS to the sender. The non-observance by certain Postmasters of Paragraph 4, referred to above, is causing much inconvenience to members of the public and Head Office.

Fourteen cases of the non-receipt by senders of the Advice of Reception Cards sent out have recently been reported to the Head Postmaster.

Postmasters failing to carry out the instructions in respect of this service will render them-

tion.

Commencement of Coastal Steamer Services

The Newfoundland Ralway has advised that ice conditions permitting the Coastal Steamer Service will commence operations as follows:—

"SAGONA".... ....Sailing from St. John's on Wednesday, May 3rd, at 10 a.m. for regular ports Fogo Service.

"CLYDE" .... Sailing from St. John's 10 a.m. Thursday, May 4th, calling ports South Side of Notre Dame Bay to Lewisporte and will leave Lewisporte on Tuesday, May 9th, for North Side of Green Bay.

"NORTHERN RANGER".... .... Sailing from St. John's Noon Thursday, May 4th, making regular ports to Humbermouth and will leave Humbermouth on return trip May 16th.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 20th April. Delivery should be effected in Montreal and New York on or about Monday, the 24th April. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "DROMORE" due to sail from St. John's on Friday, the 21st April, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 26th April and arrive at Southampton on the 2nd May.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 24th April. Delivery should be effected in Montreal and New York on or about Friday, the 28th April. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF ATHOLL" due to sail from Montreal for Great Britain on the 28th April. The first port of call and the date of arrival have not yet been advised. Any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AQUITANIA" due to sail from New York on the 29th April and arrive at Southampton on the 5th May.

TELEGRAPHS

Correction

Please add to the list of fines on page 519 of the Post Office Circular of the 13th April:—
Mr. F. Winsor, Wesleyville, 10c. for one failure.

Storage Batteries and Delco Chargers

The attention of all offices, at which storage batteries and Delco chargers have been installed, is again directed to Pages 207 and 208 of the Post Office Circular of the 11th November, 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leave the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that the oil in the base of the engine is changed as set forth in the instruction book and that the engine is never started without first making sure that the base is full of oil.

Count of Text in Cablegrams and Radiograms

In the past the Government Administrations of Australia and New Zealand have challenged as double words in plain language messages such expressions as BETEL, RELET, RECAB and

RYCAB when they were substituted for such expressions as "Reference Telegram," "Reference Letter," "Reference Cablegram" and "Reference your Cablegram" respectively.

In confirmation with amendments to the International Cable and Radio regulations, adopted by all of the foreign Administrations, we are now informed that the Government Administrations of Australia and New Zealand will not challenge in the future such abbreviations as mentioned above. This now makes the acceptance of these expressions as single words unanimous by all foreign Administrations.

Uniform Press Rate to Great Britain

Connecting Companies have notified this Department that effective as from 15th April, the press rate to Great Britain will be 4½ cents per word.

Correction should be made on page 508 of the Tariff Supplementary Post Office Circular.

Service Messages and D.H. Telegrams

Despite instructions on pages 147 and 388 of the Post Office Circulars, and the notice sent to all offices on the 21st July, 1937, certain Postmasters continue to send reports by service message on matters other than telegraphs.

Service messages are those having reference to telegraph matters only, such as errors in transmission, delays, non-delivery notices and all communications relating to telegrams or telegraph routine.

All messages to the Secretary, Department of Posts and Telegraphs, the Accountant, Director of Posts, Staff Clerk, and others, on postal business must be checked as D.H. messages and reported separately from services.

Easter Greeting Traffic

During Easter the Department dealt with 7,632 Greeting Messages as against 7,179 in the Easter period of 1938; an increase of 453 messages. 507 of these were at ordinary rate, 269 with Labrador points and 87 cable greetings. At St. John's 1,124 were handed in over the counter and 1,718 deliveries, an increase of 397 over 1938.

At Head Office on Saturday, the 8th April, 4,160 telegrams were dealt with on all circuits.

ACCOUNTING

Office Copies of Reports on Accounts, Correspondence, etc.

Reports on Post Office Accounts are prepared by Postmasters at stated intervals for submission to the Accounts Branch at Head Office. These reports must be made out in duplicate, one copy is to be forwarded to the Accountant and the other kept on file. This rule is applicable in respect of all reports, remittance forms and other statements and/or letters sent to Head Office, the Bank of Montreal and to other Post Offices.

Postmasters at Money Order Offices, where General Business Report From 1016, is used, are referred to the instructions on page 8 of the Post Office Circular of the 26th November, 1936, and reminded that the same procedure is to be followed in respect of office copies as well as to reports submitted to Head Office.

Official Registers to the Accountant, Cashier, G.P.O. and Bank of Montreal

It has been noted that many Postmasters are not complying with the instructions laid down on page 211 of the Post Office Circular of the 18th November, 1937, regarding the sealing of envelopes used for the transmission of remittances and accounts registered to Head Office and the Bank. All such envelopes should be sealed with sealing wax in the space provided for the purpurpose, and the wax should bear the impression of the official seal of the office.

[illegible] serve this instruction will be liable to disciplinary action.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of February, 1939:

	No. of Errors	No. of Orders Issued and Paid During February
Bell Island Mines	9	1222
Botwood	5	252
Buchans	7	1210
Cape Race	4	34
Chance Cove	4	32
Fortune Harbour	4	71
Gooseberry Cove	4	47
Little Bay, N.D.B.	4	94
Roberts Arm	4	57
Rocky Harbour	4	44
St. John's General	4	3366
	53	6429

Total number of Orders issued during February	18,114
Total number of Orders paid during February	7,767
	25,881
Total number of Errors	254
Percentage of Errors	.98
i.e. nearly 10 errors for every 1,000 Orders issued and paid.	
Total number of Figure Errors	182
Percentage of Figure Errors	.70
i.e. 7 errors for every 1,000 orders issued and paid.	

Stolen United States Money Orders

The following U.S.A. money order forms have been reported stolen:—

Corwith, Iowa	Nos. 114607 to 114800 inclusive
Gerster, Mo.	Nos. 26565 to 26600 inclusive
Lukens, N.C.	Nos. 1589 to 1600 inclusive

The above orders, if presented at a Newfoundland Post Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58, Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B	For Issuing
Table A	For Paying

POST OFFICE CIRCULAR.

THURSDAY, 27th APRIL, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Bell Island Mines ..... Mr. William Power to be Messenger as from the 1st April, 1939

Cox's Cove ..... Mrs. Olive Sheppard to be Postmistress and Telephone Attendant as from the 19th April, 1939.

TRANSFERS

Corner Brook ..... Mr. Geo. Bragg, Postmaster at Cox's Cove, to be Assistant at Corner Brook as from the 19th April, 1939.

King's Cove ..... Miss L. E. Pelley, Postmistress and Operator at Rencontre East to be Postmistress and Operator at King's Cove, as from the 1st May, 1939.

Bragg's Island ..... Mr. Frederick Winsor, Messenger at Wesleyville, to be Postmaster and Operator at Braggs Island, as from the 1st May, 1939.

RESIGNATIONS

Botwood ..... Mr. Frederick Tilley, Messenger Assistant, effective the 30th April, 1939. Advertised locally.

Point Leamington ..... Miss D. M. Rowsell, Postmistress and Telephone Attendant, effective 30th April, 1939. Salary $150 per annum. Advertised locally.

VACANCY

Rencontre East ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 18th May for the position of Postmaster and Operator at Rencontre East. Salary $360 per annum, unless the successful applicant is a female resident of Rencontre East in which case the salary will be $300. per annum. Wireless qualifications are essential. Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their name in full, date of birth, educational qualifications, departmental experience, whether married or single, and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

STORES

The following summary of instructions are reprinted for general information.

Batteries and Tubes

Postmasters, when requisitioning for "Set of Tubes" or "Set of Batteries" must always state the number and kind required, such as "Five B. Batteries," "Set of Two Transmitting Tubes" as the case may be. Similarly, when requisitioning for Dry Cells it is necessary to state the purpose for which they are required, such as "Three Dry Cells for Telephone and Sounder." Much unnecessary delay will be obviated if officials will observe and carry out these instructions.

Stores Notice Card, Form 1300

When the Stores ship such items as Batteries, Tubes, etc., a Stores Notice Card is mailed with the goods. Upon receipt of the material this card should be signed and immediately returned to the Stores. A list of such cards is kept at the Stores and quite a number are now outstanding. Postmasters will please see that any such cards held at their offices are returned at once.

Empty Cartons

Much economy has been effected by the use of corrugated cardboard cartons in the past. Such cartons carry instructions on the outside directing that they be returned to the Stores when empty. A certain number of offices have been most diligent in carrying out this instruction and it has been found that in several instances every such carton supplied during the past year has been returned. A number of offices, however, have failed to return cartons. The latter offices are requested to see that this is remedied in the future as considerable savings are possible if all cartons are used up in the service.

Money Order Books

Blank Money Order Books should be requisitioned for on Store Requisition Sheet, Form 1269, and obtained from the Stores, not from the Accounts Section. The last number on hand should be quoted at all times when asking for new supplies.

MAILS

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 27th April. Delivery should be effected in Montreal and New York on or about Monday, 1st May. Correspondence for Great Britain and transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF RICHMOND" due to sail from Montreal for Great Britain on the 5th May. The first port of call and date of arrival has not yet been advised. Any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 2nd May and arrive at Southampton on the 7th May.

In the event of the S.S. "FORT AMHERST" sailing after the delivery of the mail received by the Express due to arrive on Friday, the 28th April, correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General, East and West End Post Offices for despatch by that steamer. Notice re the closing hour will be posted at the General, East and West End Post Offices.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 1st May. Delivery should be effected in Montreal and New York on or about Friday, the 5th May. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF RICHMOND," but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 6th May and arrive at Southampton on the 12th May.

TELEGRAPHS

New Empire GLT Service

Cable and Wireless Limited have notified this Department as follows:—

> An Inter-Empire social message at letter telegram rates with an indicator GLT and a minimum of 12 actual words will be introduced on the 1st May. The minimum charge will be, therefore, $1.20 for 12 words and 10 cents for each word in excess. The indicator GLT will not be charged for.
>
> The 10 cent tax must be added to the above rates.
>
> The following conditions must be observed:—
>
> 1. An adequate postal address must be used.
> 2. They must be of an entirely social nature and not relate to trade or business or include commercial marks.
> 3. They must be entirely in plain language and conform to the rules for letter telegrams.
> 4. R.P.'s. admitted.
> 5. Delivery as for letter telegrams.

This service will apply to all Empire countries except Eire (Irish Free State), Canada, India, Burma, Trans Jordan and the Sudan. It will be available VIA IMPERIAL only.

Each member of the public may send one of these messages, of minimum length, free of charge, if handed in on the 1st May. A telegram of over 12 words will be accepted on this date but the extra words will be charged for at 10 cents per word. To distinguish telegrams free or partly free the word FRANK should appear in the preamble. For example, in a 16 word Free GLT cablegram on the 1st May the check should read "12 Frank 4 Paid GLT."

The GLT service will be available at all Telegraph, Wireless and Telephone Offices of this Department throughout Newfoundland and Labrador.

Empire Countries, to which this service applies, (excepting those mentioned above) will be found on Page 303 of the Post Office Circular.

Code Not Admitted to Roumania

Effective as from the 22nd April and until further notice messages in Code and Cypher are not permitted to Roumania.

This does not apply to Government messages which may be accepted in Code or Cypher.

ACCOUNTING

Improper Addressing of Mail to Stores

Several instances have come to notice where cash for stamps has been sent to the Stores with Stamp Requisitions. This is most irregular. Stamp Requisitions should be addressed to the Chief Accountant, as directed on the Stamp Requisition Form and cash should be addressed to the Cashier. Similarly, cash has been addressed to the Controller of Stores for Post Office Box Keys. Cash remittances must be made to the Cashier.

Stamp Requisitions

Renewed attention is drawn to the instructions on Stamp Requisition Form No. 1043, particularly instruction No. 1, wherein it is stated that both parts of this form must be filled in by the Postmaster. Failure on the part of Postmasters to comply with this instruction creates an excessive and unnecessary amount of delay at Head Office in the process of filling orders.

Requisition for Saleable Forms

To minimise the possibilities of inconvenience and unnecessary delay in filling orders at Head Office, Postmasters are again advised when fresh supplies of Registered Envelopes and Telegraph Books (Form T 8) are required to requisition for them separately on Stamp Requisition Form 1043.

Postmasters have acquired the habit of ordering these items with postage stamps. This is apt to cause some confusion and Postmasters are requested to refrain from this practice.

Phonotelegram Reports

There are still a few Postmasters and Telephone Attendants who are not sending in their phonotelegram reports.

These reports must be mailed promptly each month, that is, one to the Controlling Telegraph Office and one to the Accountant, General Post Office, St. John's.

It is the duty of the Controlling Postmaster to see that the telephone office reports are received by the first mail after the end of each month. Any failure on the part of Telephone Officials to carry out the above instructions must be reported to Head Office.

Commission on Money Orders Drawn on the U. S. A.

Amount of Order:—

Any amount up to $5.00	10c.
$ 5.01 to $ 10.00	20c.
10.01 to 20.00	35c.
20.01 to 20.00	50c.
30.01 to 40.00	65c
40.01 to 50.00	80c.
50.01 to 60.00	95c.
60.01 to 70.00	1.10c.
70.01 to 80.00	1.25c
80.01 to 100.00	1.50c

Postmasters should be careful to apply the above rates of commission when preparing money orders for payments in the U.S.A. and they are reminded that they are liable for any loss to the revenue which may arise through their failure to carry out their instructions.

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... For Issuing
Table A ... For Paying

POST OFFICE CIRCULAR.

THURSDAY, 4th MAY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

Botwood ..... Mr. E. R. Butt, Messenger, effective 30th April, 1939.

Wadham Islands ..... Miss Susie B. Way, Postmistress, effective 30th April, 1939.

Boyds Cove ..... Mr. William Waterman, Postmaster and Telephone Attendant, effective 31st May, 1939. Salary $120. per annum. Applications close 23rd May, 1939.

Point Leamington ..... The resignation of Miss D. M. Rowsell, advertised on page 525 of the Post Office Circular as being effective 30th April, 1939, has been made effective 31st May, 1939.

Roberts Arm ..... Mrs. M. Paddock, Postmistress and Telephone Attendant, effective the 31st May, 1939. Salary $240. per annum. Applications close the 23rd May, 1939. Advertised locally.

APPOINTMENTS

Creston ..... Mr. J. W. Wiscombe to be Postmaster and Telephone Attendant at Creston as from 1st May, 1939.

MAILS

Parcel Bills for Despatches from St. John's G.P.O.

The attention of Postmasters is drawn to the instructions on page 330 of the Post Office Circular of the 9th June, 1938, and page 362 of the Post Office Circular of the 4th August 1938, concerning Local Parcel Bill Form No. 1314.

In spite of these instructions many Postmasters persist in returning these Bills to the St. John's Head Post Office.

It is essential that Postmasters keep these Green Bills on file in order that they may be able to answer enquiries which may be sent out from time to time.

Local Parcel Bill, Form 1314, (Green) must not be returned to St. John's, it must be kept on file at the office of destination.

Further disregard of these instructions cannot fail to result in disciplinary action being taken against the official responsible.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 4th May. Delivery should be effected in Montreal and New York on or about Monday, the 8th May. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 12th May and arrive at Liverpool on the 18th May, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 10th May and arrive at Southampton on the 15th May.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, 8th May. Delivery should be effected in New York and Montreal on or about Friday, the 12th May. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 13th May and arrive at Southampton on the 18th May.

TELEGRAPHS

Special Sunday Arrangements During Sealfishery Discontinued

The St. John's Head Telegraph Office which, since 5th March, has been open on Sundays from 8 a.m. until midnight, resumed normal Sunday hours as from Sunday, the 30th April.

Corrections

On page 508 of the Tariff Supplement of the Post Office Circular of the 30th March delete the following:—

> "Cable Night Letter Telegrams to be mailed from London to places on the Continent will be accepted at the same rate as to London, but they must bear a full mail address, and the words "Post London" must follow the address."
>
> "NOTE. Cable Night Letter Telegrams bearing a full mail address with "Post London" may be written in the language of the country of origin or destination."

On page 509 the Tariff should read:—

	Full Rate	Code Rate (CDE)	Deferred (LC)	Initial 25 words	Excess Words
Dutch East Indies.....	99c.	60c.	49½c.	$8.25	33c.

For Porto Santo the Deferred (LC) rate should read 21c. instead of 20c.

Postmasters are requested to make the following insertions on pages 509 and 510 of the Tariff Supplement of the Post Office Circular of the 30th March:—

	Full Rate	Code Rate (CDE)	Deferred (LC)	Initial 25 words	Excess Words
Palestine...	41c.	25c.	20½c.	$3.42	13⅔.
Transjordania...	44c.	27c.	22	3.67	14⅔.

ACCOUNTING

Remittances to Cashier

The disorderly and careless manner in which remittances, received from many Post Offices, are made up is causing much inconvenience at Head Office, resulting in a considerable loss of time.

Postmasters must prepare each remittance in accordance with the following instructions:

(a) Gather together the money it is proposed to remit on any one account.

(b) Separate coin, bank notes and cheques, and make up the remittance form in accordance with instructions appearing in Accounting Circular, and from time to time in the Post Office Circulars.

(c) Enclose in a small envelope the coin to be remitted, marking on the outside the amount enclosed and the account to which it is to be credited.

(d) Arrange the Bank Notes face upwards in order of denomination and then arrange cheques in a similar manner.

(e) Fold the remittance form around the Bank Notes and cheques—do not fold the Bank Notes and cheques—and place in the large CASHIER ENVELOPE provided for the purpose.

(f) Make a separate remittance for each class of business. For example, Postmasters remitting for Stamps, Duty, Radio Licences and Registered Envelopes, will make up four remittances in accordance with the above instructions.

All remittances to the Cashier must be enclosed in the same CASHIER ENVELOPE.

Corrections

On Page 528 of the Post Office Circular of the 27th April, 1939, "Commission on Money Orders Drawn on the U.S.A." Postmasters are requested to correct the amount of Order to read "$20.01 to $30.00 instead of $20.01 to $20.00."

Postmasters will please disregard that part of the instructions on page 527 of the Post Office Circular of the 27th April, under the heading "IMPROPER ADDRESSING OF MAILS TO STORES," reading, "Stamp requisitions should be addressed to the Chief Accountant as directed on the Stamp Requisition Form."

Postmasters will continue to observe the rule governing requisitions for stamps and remittance of cash appearing on page 423 of the Post Office Circular of the 17th November, 1938, reading as follows:—

> "All requisitions for stamps and remittances of cash must be forwarded to the Cashier, General Post Office, St. John's."

Stolen Canadian Postal Money Order Forms Recovered

The following Canadian Money Order Forms, reported stolen in the Post Office Circular of the 9th February, 1939, have now been recovered:

Madden, Alberta .... Nos. 6001 to 6200 inclusive

Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Highland Center, Iowa ... . Nos. 12001 to 12400 inclusive

The above orders, if presented at a Newfoundland Post Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... . For Issuing

Table A ... . For Paying

POST OFFICE CIRCULAR.

QUÆRITE PRIME REGNUM DEI

THURSDAY, 11th MAY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RETIREMENT

Highlands .....Mr. James McInnis, Postmaster and Telephone Attendant, to retire 30th June, 1939, on reaching the age limit. Not advertised.

Daylight Saving Time

Daylight Saving Times comes into force in Newfoundland on the second Sunday in May. At midnight on Sunday, the 14th May, therefore, all clocks should be put forward one hour making the time 1 a.m. Monday, the 15th May.

Postmasters should govern themselves accordingly, so that they will not miss their schedules on Monday, the 15th May.

Leave

Despite repeated instructions on pages 101, 157, 374 and 381 of the Post Office Circular certain officials continue to absent themselves from duty without first notifying the Staff Clerk.

Officials are reminded that "In no case should an official absent himself from duty without first notifying the Staff Clerk and obtaining permission."

MAILS

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 11th May. Delivery should be effected in Montreal and New York on or about Monday, the 15th May. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 12th May and arrive at Liverpool on the 18th May, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 16th May and arrive at Southampton on the 22nd May.

In event of the S.S. "FORT AMHERST" sailing after the delivery of the mail received by the Express due to arrive on Friday, the 12th May, correspondence for Great Britain, Canada, U.S.A. and foreign countries generally, will be accepted at the General, East and West End Post Offices for despatch by that steamer. Notice re the closing hour will be posted at the General, East and West End Post Offices.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 15th May. Delivery should be effected in Montreal and New York on or about Friday, the 19th May. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with a steamer leaving Montreal for Great Britain, the particulars of which have not yet been advised. Letters endorsed "Via New York" will be forwarded for connexion with the S.S. "COLUMBUS" due to sail from New York on the 20th May and arrive at Plymouth on the 27th May.

STORES

Return of Disused Telephones

Renewed attention is drawn to the necessity for returning to Head Office without delay any disused telephones. A large number of these instruments are outstanding and Postmasters are requested to see that they are returned immediately by freight "collect" addressed to the Postal Stores, G. P. O. St. John's. The office of origin should be marked on the outside of the package.

Failure to observe these instructions will render the official responsible liable to disciplinary action.

TELEGRAPHS

Local News Items

In compiling news items for the Broadcast Service over VONF Postmasters and Operators are requested to condense the message as much as possible.

All superfluous words, such as "and", "is", "to", "the", "of", "Stop", etc., are cut out at head office before the messages are charged up to Gerald S. Doyle, Limited, who sponsor this Broadcast. This might be done at the office of origin, and thus reduce the length of the message and the time taken in transmission.

It is suggested that the message be compiled and written in full, then go through it carefully before it is put into transmission, and cut out the words that may be excluded without destroying the sense of the message or detract anything from it of a newsy nature.

As this message is charged up to the Company at the local press rate it is a decided source of Telegraph revenue and the Department wishes it to be continued.

The Managing Director of Gerald S. Doyle, Limited, expresses his complete satisfaction with the interesting items of news contributed.

The Department wishes to extend thanks to all those officials who have contributed and are contributing the interesting news items for this service, without whose generous co-operation it could not be the success it is.

Traffic

The total number of paid telegrams for April was 39,099, of which 1,358 were sent by the Priority Service. The total number of April 1938 was 44,070, with 1,069 by Priority Service."

The total number of service messages for April was 4,447 as compared with 4,879 for April 1938.

The number of D.H. Messages for April was 1,135 as against 1,349 for April, 1938. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message Service consisted of 10,847 words, which is equivalent to 7,230 telegrams, an increase over April of 1938 or the equivalent of 930 telegrams.

Errors, Delays and Failures

During the month of April there were recorded: Errors, 11; Delays, Nil; Failures, 2. The offices involved were as follows:—

ERRORS

Between	Hants Harbour and Whitbourne	1
"	Harbour Grace and St. John's	2
"	St. Andrew's and Deer Lake	1
"	Exploits and Fortune Harbour	2
"	Stephenville Crossing and Deer Lake	1
"	Channel and Deer Lake	1
"	Daniels Harbour and Bonne Bay	1
"	Curling and Deer Lake	1
At	St. John's (Phonogram Service)	1

FAILURES

Between	Burin and Placentia	1	(Easter Greeting Message)
At	St. John's	1	

The responsibility for the loss of the two Easter Greeting Messages was not placed.

Fines of 10 cents each have been imposed on the following officers for errors in figures:—

Miss B. March, St. John's; A. Heath. Harbour Grace; G. Wells, Curling; G. Ralph, Deer Lake, and 20 cents each on Miss G. M. Edwards, Fortune Harbour and J. Winsor, Exploits, for two errors each.

ACCOUNTING

Radio Licences

When issuing Radio Licences Postmasters must record on the licence the **full** Christian name or names of the person to whom the Licence is issued. Such Licences must be **countersigned** by the Postmaster.

When issuing Radio Licences Postmasters should ascertain whether the address of the licencee when he obtained his last licence is the same as it is now. If there has been any change the old address should be written on the back of the duplicate copy of the licence.

Postmasters are further reminded that all names and dates, etc., must be filled in clearly.

The failure of Postmasters to enter **clearly** such information on licences has been the source of considerable delay in finalizing licences already issued.

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ..... For Issuing

Table A ..... For Paying

POST OFFICE CIRCULAR.

QUÆRITE PRIMUM REGNUM DEI

THURSDAY, 18th MAY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

OBITUARY

The Department regrets to announce the death on the 9th May, 1939, of Mrs. John Vokey, Telephone Attendant at Little Harbour, Trinity.

APPOINTMENTS

Little Harbour, Trinity.....Mrs. Abram Vokey to be Telephone Attendant as from the 10th May, 1939.

Newfoundland Airport .....Mr. G. M. Camp to be seasonal Assistant as from 1st May, 1939.

Statistics

The attention of Postmasters is drawn to the following appearing on page 190 of the Post Office Circular of the 14th October, 1937:—

> "The statistical returns should be mailed addressed to the STATISTICAL OFFICER, General Post Office, St. John's."

Several Postmasters continue to improperly forward their Statistical Reports addressed to the Chief Accountant and the Staff Clerk. Postmasters at fault should take greater heed of the instructions issued for their guidance.

MAILS

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 18th May. Delivery should be effected in Montreal and New York on or about Monday, the 22nd May. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF ATHOLL" due to sail from Montreal on the 26th May and arrive at Greenock on the 2nd June, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 24th May and arrive at Southampton on the 29th May.

In event of the S.S. "FORT TOWNSEND" sailing after the delivery of the mail received by the Express due to arrive on Friday, the 19th May, correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General, East and West End Post Offices for despatch by that steamer. Notice re the closing hour will be posted in the General, East and West End Post Offices.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 22nd May. Delivery should be effected in Montreal and New York on or about Friday, the 26th May. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF AUSTRALIA" due to sail from Quebec on the 27th May and arrive at Southampton on the 3rd June. Any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BRITANNIC" due to sail from New York on the 27th May and arrive at Southampton on the 4th June.

TELEGRAPHS

Certificates of Proficiency in Radio Telegraphy

The undermentioned candidates have successfully passed the examination for certificates of proficiency in Radio Telegraphy, in addition to those listed on page 495 of the Post Office Circular. Other lists appear on pages 35, 40, 68, 294 and 315 of the Post Office Circular.

1st Class—C. B. Blackie .. .. Newfoundland Airport.
J. B. Rolls .. .. St. John's.
A. Sparrow ... . St. John's.

2nd Class—Howard Baker .... Elliston
Arthur T. Meaney .... Avondale.
Robert C. Smith .. .. Tilton.
John Simon .... Newfoundland Airport.

Local News Items

Attention is drawn to the following instructions contained in a service message sent to all repeating offices on the 11th May in connexion with Local News Items, page 482 of the Post Office Circular of the 2nd March, 1939:

> "In future messages addressed 'NEWS' will come in as received from each office instead of being made one message at repeating office. This is for checking purposes."

Reports of Coastal Steamers

The Coastal Steamers will shortly be operating on their Summer routes and the attention of Postmasters is called to the necessity, in the interest of the general trade of the country and the travelling public, to report the movements of these steamers promptly.

The Department has been reporting the movements of the Coastal steamers for years and on the whole has given satisfactory service in this respect but it is the occasional complaint of failure of service which it is necessary to guard against. The aim of the Department must be to give a service at all times as nearly perfect as possible, subject to local conditions and circumstances over which the Department has no control.

The latest steamer reports available will be broadcast from St. John's over the whole telegraph system with other information of public interest daily at 11 a.m. and later reports sent to ports interested at 5 p.m. Coastal Postmasters will follow the following rules:—

Reporting

1. Report the sailing of coastal steamers promptly to St. John's in the usual way, giving the time of arrival and departure. "DX" indicates that a ship is inward towards her terminus and "UX" outward bound.

2. At 9 a.m. report any steamer which has arrived or departed since 6 p.m. the previous day.

3. If a steamer arrives during the night and is delayed in port at 9 a.m. report that the steamer is still in port, giving the time thus "9 a.m. UX Clyde a 1 a.m. still here." If the steamer is still there after 2 p.m. report again for the 5 p.m. issue from St. John's giving this information.

4. If a steamer is delayed for a long period at your port report her twice daily as indicated above.

5. If the steamer is storm bound at some harbour where there is no telegraphic communications the next port of call having telegraph facilities should issue reports twice daily thus "9 a.m. Clyde not arrived," "4 p.m. Clyde still not arrived."

Compiling and Transmission

6. The St. John's Head Office should endeavour to have steamer reports as late and up-to-date as possible before making up the daily messages.

7. Repeating offices will see that the latest reports are forwarded to the ports interested before closing.

8. A steamer report, copied at a repeating station too late to be included in the 5 p.m. report but of interest to ports on that circuit, should be forwarded to the offices interested before closing.

Posting Steamer Reports

9. Steamer reports are to be posted up in a prominent place for the information of the public immediately when received.

10. The public should be informed that reports are sent twice daily at the time specified above and no free enquiries can be made on behalf of individuals.

ACCOUNTING

Certification of Bills

It is again necessary to direct the attention of Postmasters to the following instructions on page 131 of the Post Office Circular of 1st July 1937:

> "When bills for services or materials are presented to the Postmaster for certification care must be taken to see that the name and address of the payee are legible. This will eliminate unnecessary delay in paying bills."

See also the instructions in respect of Bills to Head Office appearing on pages 197, 240, 440, 447 and 456 of the Post Office Circular. These instructions should be carefully followed.

Radio Licences

Postmasters should note that all correspondence, telegraphic or otherwise, concerning radio licences must in future be addressed to the Chief Accountant.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of March 1939:

	No. of Errors	No. of Orders Issued and Paid During March
Bell Island Mines	5	1291
Botwood	4	292
Dunville	4	60
Hare Bay	5	61
Heart's Content	4	159
Ladle Cove	5	35
Lewisporte	4	162
Port au Port	5	123
	36	2183

Total number of Orders issued during March	19299
Total number of Orders paid during March	8125
	27424
Total number of errors	266
Percentage of errors	.96
i.e., approximately 9½ errors for every 1000 orders issued and paid.	
Total number of figure errors	178
Percentage of figure errors	.65
i.e., 6½ figure errors for every 1000 Orders issued and paid.	

The percentage of figure errors although showing a slight reduction over recent months is still too high to be satisfactory. Officers should therefore give particular attention to this matter in order that the figure errors in Money Orders may be brought down and maintained at the minimum.

Stolen Canadian Postal Money Order Forms

The following Canadian Money Order Form has been reported stolen:

East Wellington, B.C. ... . No. 9208 - 4476

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:

Tuelake, Calif. ... . Nos. 31354 to 31400 inclusive
Puerto de Luna, N. Mexico ... . Nos. 38856-7-8-9 and 38862

The above Orders, if presented at a Newfoundland office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January 1937, and page 58 of the Post Office Circular of the 11th February 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... . For Issuing
Table A ... . For Paying

POST OFFICE CIRCULAR.

QUÆRITE PRIME REGNUM DEI

THURSDAY, 25th MAY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENT

Gooseberry Cove ..... Mrs. Maggie Seward to be Postmistress and Telephone Attendant as from 4th April, 1939.

RESIGNATIONS

Milltown ..... Mrs. M. Strickland, Postmistress and Telephone Attendant, effective 30th June, 1939. Salary $174. per annum. Applications close 22nd June, 1939. Advertised locally.

Portland, B.B. ..... Mr. H. C. Haines, Telephone Attendant, effective 31st May, 1939. Not advertised.

RETIREMENTS

Gooseberry Cove ..... Mrs. O. B. Smith, Postmistress and Telephone Attendant, ceased to be employed as from 3rd April, 1939.

St. Mary's ..... Mrs. Honora Gibbons, Postmistress and Operator, to retire 30th June, 1939, on reaching the age limit.

St. John's Telegraph Delivery ..... Mr. H. Harding, Messenger, to retire 31st May, 1939, on reaching the age limit.

St. John's West ..... Miss Agnes Power, Postmistress, to retire 30th June, 1939, on reaching the age limit.

VACANCIES

St. Mary's ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 20th June, 1939, for the position of Postmaster and Wireless Operator at St. Mary's. Salary $360. per annum unless the successful applicant is a female resident of St. Mary's, in which case the salary will be $300. per annum. Wireless qualifications are essential. Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, date of birth, educational qualifications, departmental experience, whether married or single, and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

Accumulation of Leave

On application by the Staff concerned and investigation of the merits of each particular case Post Office Staff residing in the outports where communications are infrequent may be per-

mitted to accumulate leave due for a period of two years to enable them to visit relatives and friends who may be living many miles away.

It should be noted that this does not constitute a general concession for the Staff to postpone their fortnight's holiday in any one year in order to have a month's holiday the following year. It would be impossible to grant such a general concession because the difficulties of leave substitution, which are already considerable, would be greatly added to. Each individual application which may be made will be considered strictly on its merits and will be subject to the overriding consideration of the exigencies of the public service.

MAILS

Summer Railway Schedule—Changes in Courier Services

The Summer Railway schedule becomes effective from Sunday, 28th May, from which date three Express trains will operate weekly.

St. John's and Port aux Basques

No. 1 Express will leave St. John's at 6 p.m. Tuesdays and Thursdays instead of 5 p.m. as in previous years; arriving Port aux Basques at 8.30 p.m. Wednesdays and Fridays.

No. 3 Overland Limited will leave St. John's at 10 a.m. on Sundays and arrive Port aux Basques 8.45 a.m. Mondays.

No. 2 Express will leave Port aux Basques at 7.45 a.m. Sundays and Fridays and arrive at St. John's 9.45 a.m. Mondays and Saturdays.

No. 4 Overland Limited will leave Port aux Basques 7.30 p.m. Tuesdays and arrive St. John's 6 p.m. Wednesdays.

Brigus Branch

Train will leave St. John's at 9 a.m. Tuesdays and Saturdays and at 2 p.m. Wednesdays. Returning from Carbonear at 3.20 p.m. Tuesdays, Thursdays and Saturdays, arriving in St. John's at 8.10 p.m. the same days.

Argentia Branch

Train will leave St. John's at 9 a.m. Mondays. Returning from Argentia 3 p.m. Mondays, arriving in St. John's at 8.10 p.m. the same day.

Bonavista Branch

Train will leave Clarenville at 4.10 a.m. Mondays after the arrival of No. 2 Express and at 12.20 a.m. Fridays after the arrival of No. 1 Express. Returning from Bonavista at 1.00 p.m. Tuesdays and at 7.30 p.m. Fridays, arriving Clarenville at 7.20 p.m. Tuesdays, making connections with No. 1 Express and No. 4 Overland Limited, and at 1.20 a.m. Saturday, making connection with No. 2 Express and No. 3 Overland Limited.

Lewisporte Branch

Train will leave Notre Dame Junction at 8.05 a.m. Wednesdays, at 8.05 p.m. Sundays, at 10.59 p.m. Sundays and Fridays and at 5.10 a.m. Wednesdays and Fridays connecting with all Express and Overland Limited trains on the St. John's-Port aux Basques route. Returning from Lewisporte at 7 a.m. Wednesdays, at 6.50 p.m. Sundays, at 9.45 p.m. Sundays and Fridays and at 3.55 a.m. Wednesdays and Fridays. Time from Lewisporte to Notre Dame Junction is 30 minutes

To correspond with the summer railway schedule the following changes in the courier route become effective from the dates given:

Holyrood, Salmonier and St. Vincent's

Effective Tuesday, 30th May, mails will be despatched to Holyrood every Tuesday by shore line and every Thursday by No. 1 Express for connexion with the Holyrood to Salmonier and St. Vincent's courier.

Whitbourne and Bellevue

The courier will make his weekly trips every Wednesday beginning Wednesday, 31st May. Mails will be despatched from St. John's on Tuesdays.

Whitbourne and Heart's Content

The courier will make a trip every Monday and Friday beginning Monday, 29th May. Mails will be despatched from St. John's Sundays and Thursdays beginning Sunday, 28th May.

SUPPLEMENT

POST OFFICE CIRCULAR.

THURSDAY, 25th MAY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

VISIT OF THEIR MAJESTIES 17th JUNE, 1939

Issue of Special Commemorative Stamp, Five Cents Denomination

In addition to the special instructions which have already been issued in connexion with this stamp Postmasters should note the following additional instructions:—

A special cancellation will be applied to all covers bearing the commemorative five cents stamp posted at Holyrood and at St. John's on the 17th June, the day of the visit of Their Majesties.

In addition to the usual cancellation features indicating the office of posting and the date, the Holyrood cancellation will bear the special indication "Royal Landing." The St. John's cancellation will bear the special indication "Issued to commemorate visit of Their Gracious Majesties to Britain's oldest Colony." Needless to say only covers which bear the commemorative stamp will be given the special cancellation. All cancellations of covers bearing the special commemorative stamp will be made by rubber hand-stamp in order to ensure as far as possible perfect cancellations and to avoid damage to stamps, which sometimes unavoidably happens in the case of covers passed through the automatic stamping machines.

In order to enable the public in distant settlements to acquire this postal souvenir of this great and historic occasion the Post Office will undertake to affix stamps to addressed covers sent in from outport settlements and to give the special cancellation to these stamps.

Members of the public desiring to avail themselves of this facility should send their covers and a Money Order to the value of the stamps required to be affixed in an envelope addressed to the Department of Posts and Telegraphs, St. John's. A letter of instruction should be enclosed with the covers saying at which office, Holyrood or St. John's, the sender desires his covers to be posted. If the sender desires any or all of his covers to be registered he should indicate this also.

Members of the public desiring to take advantage of these arrangements should forward their covers and remittances as advised so as to reach St. John's not later than Wednesday, the 14th June. The Department of Posts and Telegraphs can give no undertaking with regard to covers which may be received after that date.

Postmasters should bring this information to the attention of the public in their settlements by exhibiting this Supplement in a prominent place on the public side of their offices, and should give all reasonable co-operation and assistance to members of the public desiring to avail themselves of these arrangements.

Carbonear, Heart's Content and Brownsdale

The courier from Heart's Content to Carbonear will make a trip every Thursday beginning Thursday, the 1st June. He will take a mail for Victoria. No trip is to be made on Monday, the 29th May.

The courier from Heart's Content to Brownsdale will make two trips weekly on Tuesdays and Saturdays beginning Tuesday, 30th May.

Mails for points between Carbonear, Heart's Content and Brownsdale will be despatched from St. John's on Wednesdays beginning Wednesday, 31st May. Mails for points between Heart's Content and Brownsdale will be despatched from St. John's on Sundays for connexion with the courier from Whitbourne to Heart's Content.

Bay de Verde District

Effective Monday, 29th May, the courier from Carbonear to Grates Cove will make his trips on Mondays and Thursdays. On Mondays he will call at Victoria.

Courier will leave Grates Cove about 8.30 a.m., Old Perlican 9 a.m. and Carbonear not later than 2 p.m. Mails for North Shore will close at Carbonear at 1 p.m. Mondays and Thursdays.

Hickman's Harbour and Clarenville

Beginning Wednesday, 31st May, the courier from Hickman's Harbour to Clarenville will make a trip every Wednesday. Mails will be despatched from St. John's on Tuesdays.

King's Cove and Keels

Mail will circulate through Plate Cove. The courier will make one trip per week from Plate Cove to King's Cove and Keels, connecting with train leaving Clarenville 4.10 a.m. Mondays.

Date-Stamping of Mails

The attention of Postmasters is again drawn to the following instructions on page 466 of the Post Office Circular of the 2nd February, 1939, concerning the date-stamping of mail:

> "Every piece of mail received at an office for despatch, whether registered or ordinary, letter or parcel, must be stamped with a clear impression of the date-stamp of the office and the postage stamp used for the prepaying of postage must be cancelled"

Complaints regarding the failure on the part of certain Postmasters to follow these instructions have recently been received by Head Office. Any officer who, in the future, fails to observe the above instructions, will be liable to disciplinary action.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 25th May. Delivery should be effected in Montreal and New York on or about Monday, the 29th May. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 30th May and arrive at Liverpool on the 5th June, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 30th May and arrive at Southampton on the 5th June.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 28th May. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 31st May. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 3rd June and arrive at Southampton on the 9th June.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday, the 30th May. Delivery should be effected in Montreal and New York on or about Saturday, the 3rd June. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NOVA SCOTIA," but any letters endorsed "Via New York" will be forwarded for connexion with a fast steamer, the particulars of which have not yet been advised.

TELEGRAPHS

Postal Telephone Offices

Effective from the 1st May, 1939, the telephone at North Bay (Burgeo) via LaPoile has been discontinued. Postmasters will please delete North Bay (Burgeo) from the list of Telephone Offices appearing on page 476 of the Post Office Circular of the 16th February, 1939.

ACCOUNTING

Acceptance of Coin

Mutilated coins have recently been received by the Cashier from certain Post Offices. It is, therefore, necessary to remind Postmasters that such coins are valueless, also that all silver and copper foreign coin, except those of the United Kingdom, Canada and the U.S.A., are not legal tender and should not be accepted.

Postmasters are requested to give particular attention to this matter and abstain from including in their remittances such unacceptable coin as referred to above. Instructions to this effect were issued in Secretary's Circular No. 68 of the 25th November, 1935.

Commemoration Stamps

Supplies of Commemoration Stamps are now being prepared for despatch to all offices. Offices from which requisitions have not been received are likewise included. Commemoration Stamps must not be placed on sale before 17 June, 1939. Postmasters failing to observe this instruction will be subject to a fine.

Commission on Money Orders Drawn on the U.S.A.

Amount of Order:—

Any amount up to $5.00	10c.
$ 5.01 to $ 10.00	20c.
10.01 to 20.00	35c.
20.01 to 30.00	50c.
30.01 to 40.00	65c.
40.01 to 50.00	80c.
50.01 to 60.00	95c.
60.01 to 70.00	$1.10
70.01 to 80.00	$1.25
80.01 to 100.00	$1.50

Postmasters should be careful to apply the above rates of commission when preparing money orders for payments in the U.S.A. and they are reminded that they are liable for any loss to the revenue which may arise through their failure to carry out their instructions.

Stolen U.S.A. Money Order Forms

The following U.S.A. money order forms have been reported stolen:—

North Hollywood, Studio City Sta. Calif. ... Nos. 30337 to 30400 inclusive
Tacoma, Va. ... Nos. 22801 to 23000 inclusive

The above Orders, if presented at a Newfoundland Post Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... For Issuing
Table A ... For Paying

POST OFFICE CIRCULAR.

THURSDAY, 1 JUNE, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

SAVINGS BANK BUSINESS

Arrangements are being made for the conduct of Savings Bank Business at a number of the larger offices of the Department. Under the system to be introduced these offices would act as Branch Offices of the Newfoundland Savings Bank.

Special Rules to govern this work have been drawn up and the necessary forms and books are in course of printing for distribution to the offices which will be selected in the initial stages to undertake this work.

An Inspector of the Department will visit each office at which Savings Bank facilities will be introduced and will spend a number of days instructing the Postmaster in the details of the arrangements before the scheme is actually introduced at that office.

A supplement to this Circular has been issued dealing with Savings Bank business mainly from the point of view of the public. This supplement has not been generally distributed to all offices but a number will be sent to those offices at which the scheme will be first introduced in order that the Postmasters concerned may make the new facilities known to the public in their towns or settlements.

Special Stamp to Commemorate Royal Visit

The attention of Postmasters is directed to paragraph 3 of the instructions on page 481 of the Post Office Circular of the 2nd March reading as follows:—

> "The stamp will be placed on sale at all Post Offices in Newfoundland on the 17th June and will continue to be on sale to the 31st July, **during which time the five cent stamp now in use must be withdrawn** and is not to be sold unless particularly requested by a member of the public."

Postmasters will please see that these instructions are strictly observed.

Protection of Valuables

The following rules are to be observed by Postmasters for the protection of cash, registered articles and other valuables in their care.

The doors and windows of Post Offices should be carefully locked and bolted at nights and during meal hours.

Cash, stamps, registered, insured and other valuable items should be given the maximum protection at all times, particularly during meal hours and when the office is closed and at nights.

Cash, stamps, registers and other valuables should all be kept in the safe when the office is closed, at offices where safes are provided.

Particular attention is directed to the fact that should an investigation following a robbery disclose that sufficient protection was not accorded Post Office property, either through carelessness or indifference, the Postmasters concerned may be required to make good any loss involved.

In all cases where a robbery has been committed the Postmaster should report it immediately by telegraph to the Secretary of the Department.

Newfoundland Ranger Force Detachment

The following is a list of the Newfoundland Ranger Force Detachments:

No. of Detach.	Location
	Headquarters, Whitbourne
1.	Hebron, Labrador.
2.	Nain, Labrador
3.	Hopedale, Labrador
4.	Cartwright, Labrador
5.	N. W. River, Labrador
6.	Battle Harbour, Labrador
7.	Port Hope Simpson, Labrador (Work performed by Battle Harbour Detch.)
8.	Glenwood, Newfoundland
9.	Deer Lake, Newfoundland
10.	Bonne Bay, Newfoundland
11.	Port Saunders, Newfoundland
12.	St. Anthony, Newfoundland
13.	Englee, Newfoundland
14.	Harbour Deep, Newfoundland (Work performed by Englee Detch.)
15.	Westport, Newfoundland (Work performed by Jackson's Arm Detch.)
16.	Springdale, Newfoundland
17.	Twillingate, Newfoundland
18.	Forteau, Labrador
19.	LaScie, Newfoundland
20.	Lewisporte, Newfoundland
21.	Rigolet, Labrador (Work performed by N. W. River Detch.)
22.	Gambo, Newfoundland
23.	Badger, Newfoundland
24.	St. George's, Newfoundland
25.	Port au Port, Newfoundland
26.	Port aux Basques, Nfld.
27.	Rose Blanche, Newfoundland
28.	Burgeo, Newfoundland
29.	Rencontre West, Newfoundland (Work performed by Burgeo Detch.)
30.	Hr Breton, Newfoundland
31.	Belleoram, Newfoundland
32.	Grand Bank, Newfoundland
33.	Burin, Newfoundland
34.	Lamaline, Newfoundland
35.	St. Lawrence, Newfoundland
36.	Flowers Cove, Newfoundland
37.	Fortune, Newfoundland
38.	Marystown, Newfoundland
39.	St. Albans, Newfoundland (Work performed by Harbour Breton Detch.)
40.	Jackson's Arm, Newfoundland
41.	Codroy, Upper Ferry (Work performed by Port Aux Basques Detch.)
42.	Bay L'Argent, Newfoundland

MAILS

Parcels and Registered Articles Addressed to India

Postmasters should note that parcels, and registered articles for India should always bear the name and full street address of the parties to whom they are forwarded, whether or not the Post Office Box number is mentioned.

Parcels and/or registers, on which the full address is not written, will be returned to the Newfoundland Postal Service by the Indian Postal Administration.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday, the 1st June. Delivery should be effected in Montreal and New York on or about Monday, 5th June. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF BEDFORD" due to sail from Montreal on the 9th June and arrive at Greenock on the 16th June, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 7th June and arrive at Southampton on the 12th June.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 4th June. Delivery should be effected in Montreal and New York (Central Districts)

on or about Wednesday, the 7th June. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF BEDFORD" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "COLUMBUS" due to sail from New York on the 10th June and arrive at Plymouth on the 17th June.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday, the 6th June. Delivery should be effected in Montreal and New York on or about Saturday, the 10th June. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with a steamer leaving Montreal or Quebec for England. The name of steamer, date of sailing, and port of arrival, have not yet been advised. Any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN due to sail from New York on the 13th June and arrive at Southampton on the 19th June.

Correspondence from Outport Offices

The attention of Postmasters is drawn to the following appearing on page 398 of the Post Office Circular of the 6th October, 1938:

> "Many Postmasters are in the habit of forwarding correspondence, remittances, requsitions, etc., to Head Office with the name of office and/or the signature of the official omitted. These omissions result in unnecessary work at Head Office tracing the origin of these communications. In all cases both the office name and the signature of the official must be given."

The failure on the part of certain officers to carry out these instructions has caused much inconvenience and delay at Headquarters.

Postmasters responsible for these irregularities must give greater attention to the instructions issued for their guidance in order that the business of the Department may be carried on in an efficient manner.

TELEGRAPHS

Inter Empire Social Service

The Inter-Empire Social Message Service (Indicator GLT) is now available to Eire via Imperial. Erase "except Eire (Irish Free State)" on page 527 of the Post Office Circular of the 27th April, 1939.

Correction

The Press rate to Canada and the United States will in future be on a straight word basis without any minimum charge.

On page 506 of the Tariff Supplement under the heading "Press Rate" erase the words "ten word minimum" and insert "no minimum."

Dead Head and Service Messages

The attention of all Postmasters is again drawn to the necessity for keeping the number of Dead Head and Service Telegrams as low as possible. Recently a number of applications for repairs and renovations to Post Offices have been received by telegraph. Such matters are not of sufficient importance to warrant the use of the Telegraph system and all such applications must be made by mail. The same applies to requisitions for fuel.

Postmasters should be guided by the instructions governing Dead Head Telegrams appearing on page 174 of the Post Office Circular, 16th September, 1937.

ACCOUNTING

Radio Licences

The duplicate copies of Radio Licences are being received from many offices in a very untidy and disorderly manner and much time is wasted by Headquarters Officials in consequence.

Postmasters should arrange their copies of licences neatly in numerical order. The name, address and other particulars should be clearly written in block capitals. Any change of address in respect of a licensee for a wireless receiving set should be communicated to Headquarters in accordance with instructions given on page 536 of the Post Office Circular of the 11th May, 1939.

Stamp Requisitions

The attention of Postmasters is directed to Paragraph B.1 and 2 of the instructions governing the transaction of stamp businesss contained in the Post Office Accounting Circular D.1. Postmasters are reminded that both parts of stamp requisition form, 1043, should be filled in by Postmasters when preparing it for transmission to Head Office.

One section of form 1043, the **Requisition**, is retained by Head Office, the other, the **Invoice**, is returned with the stamps to the Post Office from which it is received, and should be placed on file at that office for future reference. It should not be returned to Head Office.

It is hoped that Postmasters who, in the past, have failed to carry out these instructions, will do so in the future.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B	For Issuing
Table A	For Paying

SUPPLEMENT

POST OFFICE CIRCULAR.

THURSDAY, 1 JUNE, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

SAVINGS BANK BUSINESS

The Post Office affords facilities at the larger Money Order Offices for the transaction of Newfoundland Savings Bank business by members of the public living in the Outports. These Post Offices act as branches of the Newfoundland Savings Bank.

Savings Bank. A Savings Bank account may be opened with $1. or more at any Post Office authorized to transact Newfoundland Savings Bank business. A bank book is issued in which transactions are recorded. The bank book may be used to make deposits and withdrawals at whatever authorized office best suits the depositor's convenience from time to time. Repayment of deposits with interest is guaranteed by the Government.

TYPES OF ACCOUNTS

The following types of accounts may be opened:

(1) **Individual Accounts.** Any one over 10 years of age may open an account and make deposits and withdrawals.

(2) **Children's Accounts.** An account may be opened on behalf and in the name of a child under the age of 10 years. The child can make withdrawals after reaching that age. A Trust Account is also available for children of any age.

(3) **Joint Accounts.** Two or more persons may have an account in their joint names.

(4) **Trust Account.** One or more persons may open an account in trust for another person or persons also named in the account. Deposits in an account opened in trust for a child are not withdrawable until the child has reached the age of 10 years.

(5) **Society Accounts.** An account may be opened by an organization of any of the following types.

Friendly, Charitable, Co-operative and Trade Societies, or Unions.

Thrift, Holiday, Clothing, Coal, Christmas and other dividing Clubs.

Church, Chapel, Social and Athletic funds.

Funds of Boy Scouts, Girl Guides, C. L. B. organisations, etc.

When an organisation is widespread a separate account may be held for each branch.

(6) **Company Accounts.** Accounts may be opened by Companies whether of limited liability or otherwise.

OPENING AN ACCOUNT

Any person or organisation desiring to open an account should apply to a Post Office authorized to transact Newfoundland Savings Bank business and ask for a declaration form. This should be filled up in accordance with the instructions given on the form and forwarded to the Newfoundland Savings Bank, St. John's in an envelope which will be provided at the

Post Office. If it is decided to allow the application a numbered Savings Bank book will be issued by the Newfoundland Savings Bank and sent direct, with a specimen signature card, to the Post Office at which the application was made. The Postmaster will inform the applicant and will issue the book to him at the time the first deposit is made. The Postmaster will also obtain the specimen signature of the depositor on the specimen signature card.

DEPOSITS

Deposits of $1. or any number of dollars will be received from any depositor at any authorized Post Office. The Newfoundland Savings Bank reserves the right to reject or return the deposit of any person or persons and may in its discretion refuse to receive deposits exceeding an aggregate of $1,000. from any one depositor.

Deposits may be made by cash or by cheque provided the cheque is not crossed to a particular bank.

Entry in Bank Book, Acknowledgment. Every deposit will be immediately entered in the Bank book by the Post Office official who receives it and this official will affix his initials and the stamp of his office against the entry. In addition to this receipt an acknowledgment will be sent by post from the Newfoundland Savings Bank for every deposit made. If the acknowledgment does not come to hand, or if it is incorrect or shows signs of erasure or alteration the depositor should communicate with the Accountant, Newfoundland Savings Bank.

WITHDRAWALS

Deposits are withdrawable after thirty clear days have elapsed from the date of the deposit.

Withdrawals at quick notice made on demand or by telegram are subject to the existence of sufficient funds at the particular office at which the withdrawal is to be made. Every effort will, however, be made to prevent undue delay in effecting withdrawals.

The Newfoundland Savings Bank would require a month's notice for the withdrawal of an amount of $1,000 or over within one week unless special arrangements to the contrary are made; and the Bank may, if allowing such withdrawal without one month's notice, retain one month's interest on the amount withdrawn.

Whenever application is made to withdraw deposits by whatever means the Bank book must be produced to the Postal Official at an authorized Post Office and before payment of the amount of the withdrawal is made the book must be surrendered to the Post Office official making the payment in order that he may forward it to the Accountant, Newfoundland Savings Bank, St. John's.

Method of Withdrawal. Deposits may be withdrawn by any of the following means:—

(a) **On Demand up to $20.** at any Post Office authorized to transact Newfoundland Savings Bank business. Not more than one withdrawal on demand may be made from an account at one time. This method of withdrawal does not apply to Society or Company accounts.

(b) **By Warrant** payable at a specified Post Office. The depositor completes, signs and sends to the Accountant, Newfoundland Savings Bank, St. John's, a form of notice of withdrawal obtainable at any Post Office authorized to transact Newfoundland Savings Bank business. The necessary warrant is sent to the depositor and will be paid on presentation with the Bank book at the Post Office specified on the notice.

A warrant should be cashed without delay or returned to the Accountant, Newfoundland Savings Bank, St. John's to be cancelled. Any warrant more than three months old cannot be cashed without reference to the Accountant.

(c) **By Telegraph.** A sum up to $50. on any one day can be withdrawn by telegraph on payment of the fees for telegrams of application and reply. Payment can be obtained at any authorized Post Office specified on the application. The Bank book must be produced at the time of application and of payment.

Application must be made before 12 noon (Wednesdays 10 a.m.) to ensure as far as possible payment being made on the same day.

(d) **By Postal application for payment by Telegraph.** Deposits can be withdrawn at short notice by filling up and posting to the Accountant, Newfoundland Savings Bank, St. John's, an ordinary form of notice of withdrawal noted "Pay by Telegraph." Authority for payment will be sent to the office concerned by telegram and the charge for the telegram will be collected at the time fo payment.

Withdrawals from Joint and Trust and from Children's Accounts. An application to withdraw from a Joint or Trust account must be signed by all the parties named in the account but the withdrawal warrant will be made payable to any one of the parties as requested in the application. No withdrawal can be made from an account opened on behalf, or in trust, for a child until the child has reached the age of 10 years unless the Savings Bank is satisfied that the proceeds are required for the maintenance, education or benefit of the child. A child who has reached that age can operate an account opened in his behalf as if he were of full age.

INTEREST

Interest at the rate of 3% per annum is allowed on all deposits of private depositors, trust funds, estates, Society accounts, etc., but not for Companies and Corporations. Interest at 3% per annum is paid on amounts up to, and including, $5,000. On amounts in excess of $5,000. interest at the rate of 2½% per annum is paid. The interest on Corporation accounts is at the rate of 1½% per annum up to $10,000 and 1% on all amounts in excess of $10,000. These interest rates may be altered at any time at the discretion of the Governors of the Newfoundland Savings Bank.

The interest is added to the account at the close of each year ending the 31st March after which it becomes part of the principal.

Money deposited bears interest from the beginning of the month following that in which it is received. Money withdrawn ceases to bear interest from the beginning of the month in which it is withdrawn.

ANNUAL EXAMINATION OF BANK BOOK

Once in each year on the date indicated in his bank book the depositor should forward his book to the Accountant, Newfoundland Savings Bank, unless the interest for the previous year has already been entered, in order that it may be compared with the ledgers and interest to the previous 31st of March inserted.

An envelope for the transmission of the book can be obtained at any Post Office authorized to transact Newfoundland Savings Bank business. When two or more books are forwarded each should be placed in a separate envelope.

SAFE CUSTODY OF SAVINGS BANK BOOK

Depositors are urged to take the greatest possible care of their Bank books. If a depositor loses his book he should notify the Accountant, Newfoundland Savings Bank, St. John's, at once, giving full particulars. A charge of 50c. may be made for a new book issued to replace one that has been lost.

POST OFFICE CIRCULAR.

THURSDAY, 8th JUNE, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Fleur de Lys ..... Miss Theresa Lewis to be Postmistress and Telephone Attendant as from the 1st July, 1939.

Boyds Cove ..... Miss Alma Waterman to be Postmistress and Telephone Attendant as from the 1st June, 1939.

Botwood ..... Mr. R. E. Foote to be Messenger Assistant as from the 1st May, 1939.

Wesleyville ..... Mr. Edwin Winsor to be Messenger Assistant as from the 1st June, 1939.

Wadham Islands ..... Mr. A. Way to be seasonal Postmaster for four months from the 1st June, 1939.

RESIGNATIONS

Fleur de Lys ..... Mrs. H. Quigley, Postmistress and Telephone Attendant, effective the 30th June, 1939. Not advertised.

Musgravetown ..... Mr. Howard Oldford, Postmaster and Telephone Attendant, effective the 10th June, 1939. Salary $240. per annum. Applications close the 8th June, 1939. Advertised locally.

TRANSFER

St. Brendans ..... Mr. Harry Layman, Messenger Assistant at Fogo, to be Postmaster and Operator at St. Brendans as from 2nd June, 1939.

MAILS

Treatment of Part "D" of C.O.D. Tag

Complaints have been received of the failure of certain Postmasters at offices of delivery to carry out the instruction on Pages 66, 97 and 154 of the Post Office Circular concerning the treatment of Part "D" of the C.O.D. tag.

There are several instances where part "D" of the C.O.D. tags has been returned to the office of despatch without the necessary information relative to the disposal of the parcel con- [illegible] very little value.

Postmasters should carefully study the rules governing the transaction of C.O.D. business, appearing on the pages mentioned above.

Offending officials are reminded that their failure in the future to observe the instructions issued for their guidance in respect of C.O.D. business will be liable to disciplinary action.

Bills for Courier Service

Postmasters should see that courier bills are properly prepared before forwarding them to Head Office:

(1) Bills should be on the authorised form (No. 1321). If any office has not a supply of these forms requisition should be made to the Controller of Stores. Instructions to this effect have been issued on pages 37, 78, 125, 197, 269 and 357 of the Post Office Circular.

(2) Postmasters should draw the attention of the courier to the fact that bills should be signed with the same signature as that appearing on the contract, for example, if John Thomas Jones is a courier and has signed his contract John Jones, his courier bill should be signed John Jones and not John Thomas or J. T. Jones.

Payment of Couriers at Head Office

There have been numerous instances of couriers calling at Head Office for their monthly cheques. In some instances the couriers are known personally to certain members of the staff; in other cases the couriers are not known.

In order to safeguard the Department against a wrong payment Postmasters should inform couriers that if they intend to call at Head Office for their cheques they must produce means of identification before payment can be made. Couriers should be advised to have with them the copy of their contracts for production at Head Office when payment at Head Office is desired, otherwise payment is liable to be refused.

Date-Stamping of Mail

Complaint has been made that certain officials are in the habit of cancelling postage stamps with rubber hand stamps and coloured inks. This practice is wrong and must be discontinued forthwith. The complaint also mentions that there is considerable carelessness in date-stamping at many offices, with the result that stamps are spoiled from the collector's point of view.

Official steel stamps, black stamp pad ink and rubber mats are supplied to all offices Postmasters must take steps to see that these stamps are used for all mail, and the rubber mat should be placed under the mail being obliterated to ensure a clear impression of the date-stamp Steel stamps must be kept clean in the manner laid down on page 434 of the Post Office Circular

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday, the 8th June. Delivery should be effected in Montreal and New York on or about Monday, the 12th June. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 13th June and arrive at Liverpool on the 19th June, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 14th June and arrive at Southampton on the 19th June.

Correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 11th June. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 14th June. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AMERICAN IMPORTER" due to sail from New York on the 17th June and arrive at Liverpool on the 26th June.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday, the 13th June. Delivery should be effected in Montreal and New York on or about Saturday, the 17th June. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NEWFOUNDLAND," but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 20th June and arrive at Southampton on the 26th June.

TELEGRAPHS

General Seafoods Agents Supplied with Collect Cards

Collect cards have been issued to Mr. J. A. Thorne and Mr. H. M. Chislett, Agents for General Seafoods.

Telegrams will be accepted **Collect** from them on presentation of the cards if they are addressed to their Head Office.

If telegrams are filed by them addressed to some other outport office they should be checked paid and a bill for same sent to Head Office with a copy of the prepaid telegram attached, together with the Postmaster's statement, and credit taken at item 23, on Telegraph Report.

ACCOUNTING

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Mord, Ill. ... Nos. 33145 to 33200 inclusive

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table "B" ... For Issuing
Table "A" ... For Paying

Errors in Accounting

The attention of Postmasters is drawn to the following errors common to reports:—

[illegible] foot of report different from balances shown on back at space 11

Balances on hand omitted from foot of report.

Duty bills not charged in reports.

Stamps received and cash remitted for stamps not recorded in reports.

Names of telephone subscribers omitted when telephone rentals charged.

Numbers of radio licences on hand not given or given incorrectly. Radio licence duplicates not attached to reports. Radio licences dropped from balances and recharged in each report.

Postage Due Stamps not charged. Postage Due Stamps remitted as Unpaid. Remittances for Postage Due Stamps must be marked "Postage Due Stamps."

Postage Due Stamps included with Postage Stamps. Postage Due Stamps must be recorded separately.

Postmasters are reminded to read their Accounting instructions and record their work correctly.

The omission of amounts, and failure to record proper balances on hand may lead to serious consequences.

The following offices are not remitting cash as directed in the Post Office Circular of the 4th May, Page 531:—

Bishop's Falls	Windsor
Trinity	Moreton's Harbour
Howley	St. Andrew's
Carbonear	Stephenville Crossing

Several offices are forwarding remittance slips marked "Nil." This is unnecessary.
The following offices are sending in cheques wrongly endorsed:—

Argentia	Harbour Buffett

POST OFFICE CIRCULAR.

THURSDAY, 15th JUNE, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

BIRTHDAY HONOUR

His Majesty the King has been graciously pleased to confer upon His Excellency the Governor, Sir Humphrey Thomas Walwyn, K.C.S.I., C.B., D.S.O., the honour of Knight Commander of the Most Excellent Order of St. Michael and St. George.

All ranks of the Department of Posts and Telegraphs join in extending congratulations to His Excellency on this occasion.

—Secretary.

APPOINTMENTS

Rencontre East .....Miss S. M. Vallis to be Postmistress and Operator as from 5th June, 1939.

STORES

Uniforms

A revision of the regulations governing the issuing of uniforms has been made. Under the new rules the following officials will be supplied with equipment as follows:—

Male Telegraph Messengers ... . Uniform, Overcoat and Cap
Male Letter Carriers ... .Uniform, Overcoat and Cap
Male Messenger-Assistants ... . Uniform, Overcoat and Cap
Female Messengers .. .. Oil coat and Rain Hat.
Female Messenger-Assistants ... . No equipment.

Measuring forms have been mailed to all officials entitled to equipment and same should be filled in properly, giving full details such as cap size, date last equipment was received, and all other questions on the form, and returned immediately.

It is hoped to have uniforms issued by the end of August, but the delivery date will be governed by the promptness with which forms are returned.

All communications with reference to uniforms should be addressed to the Controller of Stores, G.P.O., St. John's.

MAILS

Prohibited Publications

The magazine entitled "True Confessions" should be removed from the list of prohibited publications appearing on page 82 and 345 of the Post Office Circular.

The Newfoundland Assorting Office at North Sydney, and the St. John's General Post Office should in future give to the publication the usual despatch accorded to other matter of this

A revised list of prohibited publications is appended:

Bally Hoo
College Life
Film Fun (Magazine)
Gay Book
Health and Efficiency
Hush
Legitimate Birth Control
Lingering Death
Married Happiness
Murder Mysteries
Movie Humor
Click
Official Detective Stories
Gang
Personal Romances
Paris Nights
Sex
Sexology
Secrets
Scarlet Adventuress
Scarlet Confessions
Scarlet Gang
True Gang
The Rhythm of Sterility and Fertilty in Women
Screen Guide
Actual Detective Stories of Women in Crime
Intimate Romances
Broadway Brevities

Addressing of Mail

The following notice is issued for the guidance of the public:

"In order that letters which are undeliverable at the address given may be returned unopened to the sender it is advisable that the return address of the sender be shewn on the back. If the return address is not given and the letter is undeliverable it is sent to the Dead Letter Office, opened, resealed and if possible returned to the sender and a tax of 2 cents collected. Undeliverable mail carrying a return address is returned free of cost."

Postmasters should copy the above notice neatly in ink if a typewriter is not available and exhibit it prominently on the public side of their offices.

"All-Up" Scheme for Empire Air Mail Services

The Empire "ALL-UP" scheme has been extended to Iraq and Kuwait. All first class mail so addressed will be forwarded beyond England by air as the normal means of conveyance.

The rate of postage in future will be 5 cents per ounce.

These countries should be added to the list of countries to which the "All-up" scheme applies appearing on page 354 of the Post Office Circular fo the 21st July, 1938.

Iraq should be removed from the list appearing on page 355 of the same Circular.

TRANSATLANTIC AIRMAIL SERVICES

RATES

The following rates for letters are inclusive of ordinary and air mail postages:—

(1) NEWFOUNDLAND TO GREAT BRITAIN AND EIRE—
30 cents for each half ounce or fraction thereof

(Note (i) includes transmission by air services to European countries.
(ii) Letters originating in Newfondland and arriving in Great Britain addressed to Empire countries are forwarded by the England-Egypt-Africa and England-India-Malay-Australia air mail services as the normal means of conveyance).

(2) NEWFOUNDLAND TO CANADA . ... 10 cents for each half ounce or fraction thereof. Includes transmission by the Canadian internal air mail services.

(3) NEWFOUNDLAND TO U.S.A. ... .15 cents for each half ounce or fraction thereof. Incoming mails arriving in the U.S.A. by the trans-Atlantic air mail service will be given onward despatch by the United States domestic air mail routes in continental United States, including Alaska, where the mails can be advanced in delivery by such onward despatch (except first flight covers may be sent onward in the ordinary mails).

FIRST FLIGHT

Information has been received that the inauguration of the Pan-American Service, New York-Shediac-Botwood-Foynes, Southampton has been fixed tentatively for the 24th June. Flights will be bi-weekly until the 22nd July, then weekly.

St. John's

Letters for despatch by the inauguration flight of the trans-Atlantic service should be posted at the St. John's General Post Office, or the East End or West End Branch Offices not later than 2 p.m. on Thursday, the 22nd June. Letters requiring registration should be posted not later than 12 noon on this date. Letters which are not fully prepaid will be forwarded by surface means. Letters posted at these times will be given the St. John's date-stamp only.

For those members of the public desiring to obtain the BOTWOOD postmark on their covers instead of the ST. JOHN'S postmark, the following arrangements will be in force:—

Covers must be handed in to the Counter Clerk at the St. John's General Post Office not later than 2 p.m. Tuesday, 20th June. Covers must be fully prepaid in accordance with the rates already advertised.

These arrangements apply to ordinary letters only. Members of the public desiring to forward registered covers by this flight and obtain the BOTWOOD postmark on these covers should post them in an envelope addressed to the Postmaster of Grand Falls for despatch from St. John's by the Express leaving on Tuesday, the 20th June.

Outport Offices

Senders desiring to forward covers by first trans-Atlantic flight from Botwood and desiring Botwood postmark must send covers, each of which must be fully prepaid, in an envelope addressed Postmaster, Grand Falls, to arrive at Grand Falls not later than Wednesday, the 21st June. Registered covers 10 cents additional.

Senders not desiring Botwood postmark may post letters for trans-Atlantic flight at their own offices for cancellation of stamps by their own office stamp. Postmasters will forward such covers to Grand Falls to reach that office not later than Friday, 23rd June.

The Department cannot guarantee that any special treatment or backstamping will be given first flight covers on arrival Great Britan or Ireland.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday, the 15th June. Delivery should be effected in Montreal and New York on or about Monday, the 19th June. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF ATHOL" due to sail from Montreal on the 23rd June and arrive at Greenock on the 30th June, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 21st June and arrive at Southampton on the 26th June.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 18th June. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 21st June. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF ATHOL" but any letters endorsed via "New York" will be forwarded for connexion with the S.S. "STATENDAM" due to sail from New York on the 22nd June and arrive at Plymouth on the 29th June.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.), for despatch, same day, on Tuesday, the 20th June. Delivery should be effected in Montreal and New York on or about Saturday, the 24th June. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with a steamer leaving Montreal or Quebec for England. The name of steamer, date of sailing, port of sailing and port of arrival, have not yet been advised. Any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 28th June and arrive at Southampton on the

TELEGRAPHS

Storage Batteries and Delco Chargers

The attention of all offices, at which storage batteries and Delco chargers have been installed, is again directed to Pages 207 and 208 of the Post Office Circular of the 11th November 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leave the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that the oil in the base of the engine is changed as set forth in the instruction book and that the engine is never started without first making sure that the base is full of oil.

Failure to carry out these instructions will result in disciplinary action being taken against the offical at fault.

ACCOUNTING

Radio Licences. Uncertified Cheques Accepted in Payment

It has come to notice that certain offices have refused cheques in payment of Radio Licence fees on the grounds that they have not been certified. The Staff should note for the future that such cheques should be accepted, as there is no risk involved should an uncertified cheque be refused by the Bank in these cases.

Risk is, however, involved when an uncertified cheque is tendered in payment for postage stamps, money orders, etc., and in these cases the rule with regard to certification should be strictly carried out.

Stolen Canadian Postal Notes

The following Postal Notes are reported stolen from the Canadian Post Office at Oakburn, Manitoba:—

X2-653122-30	K31-289776-95
A6-435305-10	K31-412121-30
B10-473263-65	QO-096587-90
C8-325391-95	QO-141656-60
C8-305705-10	L11-499276-90
D8-358351-60	M20-688593-95
E15-696137-50	M20-726216-35
F7-373709-10	N7-950105-10
F7-397441-50	N7-979341-50
G4-552162-75	P13-907436-45
H6-385199-385210	R9-336724-45
J6-602360-65	S18-784497-784505
J6-629696-629705	S18-865371-80

The above Postal Notes if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 193 of the Post Office Circular of the 30th September, 1937.

Stolen Canadian Postal Money Order Forms

The following Postal Money Order Forms have been reported stolen:—

Oakburn, Man. ... Numbers 12051-12200 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... for Issuing.

Table A ... for Paying.

POST OFFICE CIRCULAR.

THURSDAY, 22nd JUNE, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

Commemorative Stamps

Postmasters are again reminded that the special stamp to commemorate the Royal Visit will be on sale up to the 31st July. During this time the current 5 cent stamp, shewing the Caribou, will be withdrawn from sale and the special stamp will be the normal one for postage unless the former is specially requested. Postmasters will please see that these instructions, which appeared on pages 481 and 545 of the Post Office Circular, are strictly observed.

MAILS

Direct Transatlantic Steamer Schedule

STEAMER	PORT	DEPART 1939	ARRIVE 1939
NOVA SCOTIA	Boston	27th June	.....
	St. John's	.....	2nd July
	St. John's	4th July	.....
	Liverpool	.....	10th July
NEWFOUNDLAND	Liverpool	27th June	.....
	St. John's	.....	3rd July
	St. John's	5th July	.....
	Boston	.....	12th July
	Boston	12th July	.....
	St. John's	.....	17th July
	St. John's	18th July	.....
	Liverpool	.....	24th July
NOVA SCOTIA	Liverpool	18th July	.....
	St. John's	.....	24th July
	St. John's	26th July	.....
	Boston	.....	31st July
	Boston	31st July	.....
	St. John's	.....	5th August
	St. John's	7th August	.....
	Liverpool	.....	13th August
NEWFOUNDLAND	Liverpool	1st August	.....
	St. John's	.....	7th August
	St. John's	9th August	.....
	Boston	.....	14th August
	Boston	16th August	.....
	St. John's	.....	21st August
	St. John's	22nd August	.....
	Liverpool	.....	28th August
NOVA SCOTIA	Liverpool	18th August	.....
	St. John's	.....	24th August
	St. John's	26th August	.....
	Boston	.....	31st August
	Boston	2nd September	.....
	St. John's	.....	8th September
	St. John's	9th September	.....
	Liverpool	.....	15th September

STEAMER	PORT	DEPART 1939	ARRIVE 1939
NEWFOUNDLAND	Liverpool	5th September	.....
	St. John's	.....	11th September
	St. John's	13th September	.....
	Boston	.....	18th September
	Boston	18th September	.....
	St. John's	.....	23rd September
	St. John's	25th September	.....
	Liverpool	.....	1st October
NOVA SCOTIA	Liverpool	21st September	.....
	St. John's	.....	27th September
	St. John's	30th September	.....
	Boston	.....	4th October
	Boston	4th October	.....
	St. John's	.....	9th October
	St. John's	10th October	.....
	Liverpool	.....	16th October
NEWFOUNDLAND	Liverpool	6th October	.....
	St. John's	.....	12th October
	St. John's	14th October	.....
	Boston	.....	19th October
	Boston	21st October	.....
	St. John's	.....	26th October
	St. John's	27th October	.....
	Liverpool	.....	2nd November

Foreign Mails

Correspondence for Great Britain, Canada. the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday the 22nd June. Delivery should be effected in Montreal and New York on or about Monday the 26th June. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF AUSTRALIA" due to sail from Quebec on the 30th June and arrive at Southampton on the 7th July, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 28th June and arrive at Southampton on the 3rd July.

Correspondence for Great Britain, Canada, the U.S.A. and foreign contries generally, will be accepted at the General Post Office, St. John's up to 8.30 a.m. for despatch, same day, on Sunday the 25th June. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday the 28th June Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF AUSTRALIA" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. MAURETANIA" due to sail from New York on the 30th June and arrive at Southampton on the 7th July.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday the 27th June. Delivery should be effected in Montreal and New York on or about Saturday the 1st July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 4th July and arrive at Liverpool on the 10th July, but any letters endorsed "Via New York" will be forwarded for connexion with fast steamer, the particulars of which have not yet been advised.

TELEGRAPHS

Telephone Service Between St. John's and Burin Peninsula, and Grand Falls Area

Telephone service by short wave wireless links between St. John's and the Burin Peninsula, and the Grand Falls area, has recently been made available by the Avalon Telephone Company Ltd. The Grand Falls area includes Botwood, Buchans, Bishop's Falls, Millertown, Badger and Newfoundland Airport.

Clause 7 of the Agreement between the Government and the Avalon Telephone Company Ltd., in connexion with the establishment of these services, reads as follows:—

> "Telephone calls passing over these intercommunication services originated by Government Departments in St. John's or by Government Officials in the Outports and on Government business shall be charged at half the normal rates and such calls shall have priority over public calls."

For official business the rate is, therefore, only 75 cents for the first three minutes, and 25 cents per minute for extra time.

Traffic Clearance

All offices must clear traffic on hand and exchange reports with their repeating or controlling office and be released by the latter before closing unless otherwise instructed. In case of line trouble or congestion of traffic which cannot be moved in a reasonable time after the closing hour permission may be given by the controlling office to close subject to the approval of Head Office.

Communication Restored Between Port-aux-Basques and Canso

The Commercial Cable Company between Port-aux-Basques and Canso, which was interrupted, on the 6th October, 1938, was repaired on the 8th June and communication restored. Any congestion on the West Coast of unrouted traffic destined for North American and European points will be relieved by diverting it via this route in future.

Traffic

The total number of paid telegrams for May was 47,608, of which 2,020 were sent by the Priority Service. The total number for May, 1938, was 49,340, 1893 by Priority Service.

The total number of service messages for May was 5,740 as against 6,169 for May 1938.

The total number of Dead Head Messages for May was 1,699 as against 1,575 for May, 1938. Renewed attention is called to the necessity of using the Service message and D.H. message system only in cases of emergency.

The public message service consisted of 11,075 words which is equivalent to 7,380 telegrams, an increase over May, 1938, of the equivalent of 680 telegrams.

Errors, Delays and Failures

During the month of May there were recorded: Errors 10; Delays 2; Failures 4.

Errors:	
Between Deer Lake and St. John's	1
" Bell Island and Topsail	1
" Topsail and Manuels (Telephone)	1
" Hr. Breton and Sagona	1
" St. Anthony and Griquet	1
At Garnish	1
" Belleoram	4
Delays:	
At. St. John's	2
Failures:	
At Badger	2
At St. John's	2

The responsibility for the loss of the two telegrams at St. John's was not placed.

Fines of 10 cents each have been imposed on the following officers for errors in figures:

T. M. Smith, Bell Island; E. P. Walker, Topsail, J. W. Sodero, Harbour Breton; A. Bungay, Sagona.

A 20 cent fine was imposed on P. Alexander, Badger, for two failures.

Wireless Seasonal Offices, Labrador

The Seasonal Wireless Station at Fishing Ships Harbour, Labrador, opened for business Friday the 16th June, 1939.

ACCOUNTING

Fines

Despite the instructions appearing on page 544 of the Post Office Circular of the 25th May, 1939, the Postmistress at Fortune Harbour sold stamps commemorating the Royal Visit prior to the 17th June. As a result a fine of 50 cents has been imposed on Miss G. M. Edwards, Postmistress.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of April, 1939.

	No. of Errors	No. of Orders Issued and Paid During April
Bell Island Mines	4	1130
Bishop's Falls	4	226
Hampden	5	34
Hr. Buffett	6	57
Harcourt	6	23
Little Bay	5	105
St. George's	7	224
Salmon Cove	5	34
Victoria	5	73
	47	1903

The total number of orders issued during April	18,862
The total number of orders paid during April	8,104
	26,966

Total Number of Errors	261
Percentage of Errors	.96
i.e. approximately 9½ errors for every 1000 orders issued and paid.	
Total number of figure Errors	163
Percentage of figure Errors	.60
i.e., 6 errors for every 1000 orders issued and paid.	

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B. ..... For Issuing.

Table A. ..... For Paying.

POST OFFICE CIRCULAR.

THURSDAY, 29th JUNE, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENT

Pound Cove .....Miss Ethel Hounsell to be Postmistress and Telephone Attendant as from 1st July, 1939.

RESIGNATIONS

Pound Cove .....Miss K. Perry, Postmistress and Telephone Attendant, as from 30th June, 1939.

Corner Brook .....Mr. Geo. Lawrence, Messenger, effective 15th June, 1939. Salary $180. per annum. Advertised locally.

Musgravetown .....The resignation of Mr. Howard Oldford at Musgravetown, which was advertised on page 549 of the Post Office Circular of the 8th June, has been withdrawn and Mr. Oldford will continue in charge.

Official Correspondence

Postmasters are advised that the Department provides the necessary stationery for the purpose of writing Head Office. It is desirable that Postmasters should refrain from sending correspondence written on telegraph forms or requisition forms. A special memorandum form has been prepared, and a supply will be sent on requisition being made to the Controller of Stores.

MAILS

Mail Bag Reports

Renewed attention is drawn to the instructions appearing on page 497 of the Post Office Circular of the 30th March, 1939, with reference to reports of mail bags received and despatched from each office. These reports are to be prepared monthly and forwarded on Form 1332 to the Statistical Clerk, G.P.O., St. John's, promptly. Fresh supplies of these forms are obtainable from the Stores Department, G.P.O.

Postmasters must be careful that the total of items 1 and 2 agrees with the total of items 3, 4 and 5. If the totals do not agree there must be an explanation of the discrepancy. Care must also be taken to shew at item 4, in addition to the number of empty bags returned to St. John's in sealed bags, the dates of the despatches as called for by this form.

Postmasters are advised to read the Circular carefully and to obey all instructions and regulations contained therein. Any failure to do this will lead to disciplinary action against the official concerned.

Transatlantic Air Mail Service, Northern Route

A regular Transatlantic Air Mail Service commenced on the 24th June, 1939.

The tentative schedule is as follows:—

Eastbound		Westbound	
Saturday	7.30 a.m.—Leave New York E. S. Time.	Arrive 2.00 p.m.	Thursday.
"	12.30 p.m.—Arrive Shediac, Local Time.	Leave 11.00 a.m.	"
"	1.30 p.m.—Leave Shediac, Local Time.	Arrive 10.00 a.m.	"
"	4.30 p.m.—Arrive Botwood, Local Time.	Leave 7.00 a.m.	"
"	6.00 p.m.—Leave Botwood, Local Time.	Arrive 5.30 a.m.	"
Sunday	8.30 a.m.—Arrive Foynes, Local Time.	Leave 4.30 p.m.	Wednesday.
"	9.30 a.m.—Leave Foynes, Local Time.	Arrive 3.30 p.m.	"
"	1.00 p.m.—Arrive Southampton, Local Time.	Leave 2.00 p.m.	"

At the beginning a flight will be made every second week. The tentative dates of departure are as follows:—

Leave New York 24th June, 8th July and 22nd July, and each Saturday thereafter.

Leave Southampton 28th June, 12th July and 26th July, and each Wednesday thereafter.

For rates of postage by this service see page 554 of the Post Office Circular of the 15th June 1939.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday, the 29th June. Delivery should be effected in Montreal and New York on or about Monday, 3rd July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 4th July and arrive at Liverpool on the 10th July, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 5th July and arrive at Southampton on the 10th July.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 2nd July. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 5th July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA," but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "ILE DE FRANCE" due to sail from New York on the 6th July and arrive at Plymouth on the 12th July.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday, the 4th July. Delivery should be effected in Montreal and New York on or about Saturday, the 8th July. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NOVA SCOTIA", but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

TELEGRAPHS

Wireless Seasonal Offices, Labrador

The following Wireless Seasonal Offices on Labrador opened on the dates shown:—

Hawkes Harbour	19th June
Domino	20th June
Grady	23rd June
Smokey	26th June

Acceptance of Cablegrams to Spanish Morocco and Swatow, China

The following notices regarding the acceptance of cablegrams to Spanish Morocco and Swatow, China, have been received.

Morocco Protectorate

The Spanish Administration notifies that in Spain and Spanish Zone Morocco Protectorate, only telegrams written in plain language are admitted. Private telegrams written in code or cypher are not admitted.

China

Communication with Swatow, China, is interrupted and messages for this point can only be accepted at sender's risk, and subject to indefinite delay.

ACCOUNTING

Remittances of Cash

The following offices are not remitting Cash, as directed on page 531 of the Post Office Circular of the 4th May, 1939:

Bonavista	Joe Batts Arm
Conche	St. Alban's
Hillview	St. Mary's
Jackson's Arm	Western Bay

Officials are reminded that remittances should be separated into coin, bank notes and cheques and properly noted on the remittance form. Bank notes must be arranged in order of denomination and must not be folded.

General Accounts

Accounting reports received at Head Office during the past two weeks have shewn carelessness on the part of Postmasters preparing them.

Duty bill numbers, which have already been charged and remitted for, have been shewn at space "A" on the back of later reports, thereby shewing a non-existent charge against the office. Also duty bills on current accounts are not charged but cash is remitted for these bills.

Postage Due Stamps

Full instructions were sent to all offices, covering the handling of Postage Due Stamps, in Accounting Circular D 11. Despite the strict instructions contained therein some offices have not yet charged themselves with these stamps, whilst others have included them in their stamp accounts.

Postmasters are reminded that Accounting instructions issued in Accounting Circulars, or the Post Office Circular, must be obeyed or disciplinary action will be taken against the offenders.

Commission on Money Orders Drawn on the U. S. A.

Amount of Order:—

Any amount up to $5.00	10c
$ 5.01 to $ 10.00	20c
10.01 to 20.00	35c.
20.01 to 30.00	50c.
30.01 to 40.00	65c.
40.01 to 50.00	80c.
50.01 to 60.00	95c.
60.01 to 70.00	$1.10c.
70.01 to 80.00	1.25c.
80.01 to 100.00	1.50c

Postmasters should be careful to apply the above rates of commission when preparing money orders for payment in the U.S.A. and they are reminded that they are liable for any loss to the revenue which may arise through their failure to carry out their instructions.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B	For Issuing
Table A	For Paying

POST OFFICE CIRCULAR.

THURSDAY, 6th JULY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. Mary's ..... Miss M. Gibbons to be Postmistress and Telegraph Operator as from the 1st July, 1939.

St. John's Telegraph Delivery ..... Mr. Calvin R. Pynn to be Messenger as from the 1st June, 1939.

RESIGNATION

Corner Brook ..... Mr. Geo. Bragg, Assistant, effective the 3rd July, 1939.

TRANSFER

Corner Brook ..... Mr. F. Ford, Assistant at Placentia, to be Assistant at Corner Brook as from the 5th July, 1939.

STORES

Official Correspondence

There has been a growing tendency for Postmasters to use large O.H.M.S. envelopes for forwarding stores requisitions, bills and other correspondence to Head Office. The large envelope is for use in forwarding only correspondence too bulky to be placed in the smaller one.

Officials are requested to abstain from using them in future except where absolutely necessary.

Renewed attention is drawn to the following notice which appeared on page 301 of the Post Office Circular of the 21st April, 1938:

> "Typewriter ribbons, etc. Always state name and number of machine when requesting typewriter or adding machine Ribbons."

Entry of Unauthorized Persons into Department of Posts and Telegraph Offices

Postmasters when proceeding on leave should call the attention of the relief official to the notice appearing on page 395 of the Post Office Circular of the 29th September, 1938, and page 398 of the Post Office Circular of the 6th October, 1938, under the above heading.

Under no circumstances should a relief official allow any unauthorized person access to the private side of the office. Whilst on leave the Postmaster himself is an unauthorized person (page 101 Post Office Circular the 13th May, 1937) and must not be allowed entry.

If it is proven that a relief official does allow unauthorized persons entry his or her name will be taken from the list of relieving officials.

Kindling Wood

Postal Telegraph and Postal Telephone Offices which are supplied with coal are also supplied with kindling wood.

Effective the 1st July, 1939, such offices are authorised to purchase sufficient kindling wood for the year 1939-1940 at a cost not exceeding the amount paid for the year 1938-39.

Bills should be forwarded to the Department of Posts and Telegraphs in the form shewn below and must be certified by the Postmaster concerned:

Post Office at .....

Date .....

Kindling wood for year 1939-40 to the value of $ .....

has been supplied this office by.....

Post Office address of Supplier .....

I hereby certify that this bill is correct for the amount stated therein:

.....

Postmaster

It is essential that these bills be signed by the Postmaster and that the amount, supplier's name and postal address be legible.

MAILS

Acknowledgments

The attention of all Postmasters and officials in charge of Travelling Post Offices is drawn to the necessity of returning to the office of origin the Acknowledgment portion of all Letter Bills received. If the Acknowledgment is not received by return of post enquiry should be made immediately and if a satisfactory explanation is not forthcoming a report should be made to the Director of Postal Services.

This applies to Outport offices only. See page 498 of the Post Office Circular of the 30th March, 1939.

A serious view will be taken of the failure, on the part of any official, to return Acknowledgments promptly.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday, the 6th July. Delivery should be effected in Montreal and New York on or about Monday, the 10th July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF YORK" due to sail from Montreal on the 14th July and arrive at Greenock on the 20th July, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 12th July and arrive at Southampton on the 17th July.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 9th July. Delivery should be effected in Montreal and New York (Central Districts), on or about Wednesday, the 12th July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF YORK"' but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "STATENDAM" due to sail from New York on the 13th July and arrive at Plymouth on the 20th July.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same

day, on Tuesday, the 11th July. Delivery should be effected in Montreal and New York on or about Saturday, the 15th July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 18th July and arrive at Liverpool on the 24th July, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AQUITANIA" due to sail from New York on the 15th July and arrive at Southampton on the 21st July. Failing this connexion letters addressed "Via New York" will be forwarded by the S.S. "QUEEN MARY" due to sail from New York on the 19th July and arrive at Southampton on the 24th July.

Air Mails

Eastbound to Great Britain. Letters will be accepted at the General Post Office, East and West End Branch Offices, up to 4 p.m. on Thursday, the 6th July, and will go out by the Express on that day for despatch from Botwood at 6 p.m. on Saturday, the 8th July. These mails are due to arrive at Southampton at 1 p.m. the following day.

Westbound flight. Letters for despatch by air will be accepted at the General Post Office, East and West End Branch Offices up to 4 p.m. on Tuesday, the 11th July, and will go out by the express on that day for despatch from Botwood at 7 a.m. on Thursday, the 13th July. These mails are due to arrive in New York 2 p.m. on the same day.

Mail for despatch by Air must be fully prepaid. For rates of Air Mail Postage see page 554 of the Post Office Circular of the 15th June, 1939.

TELEGRAPHS

Seasonal Offices Opened

St. Juliens ..... A seasonal wireless office was opened at St. Juliens 27th June, 1939. Mr. P. W. Farrell has been appointed seasonal operator. The call sign is HQ and the repeating office Englee.

Quirpon ..... The office at Quirpon was converted from Telephone to Wireless Telegraph status on 28th June for the period of the fishing season and will be reconverted to telephone status at the end of the fishing season. The call sign is QN and the repeating office St. Anthony. Mr. E. Norman has been transferred temporarily from Harbour Deep in charge of Quirpon and his place at Harbour Deep has been taken by Miss Elsie Murcell.

Wireless Seasonal Offices, Labrador

The Wireless seasonal office at Flat Island, Labrador, opened on the 2nd July, 1939.

ACCOUNTING

Endorsement of Cheques

Postmasters are reminded that in addition to the endorsement of the payee a cheque should show on the back the endorsement of every person who has negotiated it. Whenever a cheque is paid in at a Post Office by a person other than the payee the Postmaster, in addition to satisfying himself that it has been properly endorsed by the payee, must, before accepting it, insist that the person presenting it write his name on the back.

Cheques remitted from any Post Office to the Cashier or to the Bank of Montreal must show the date stamp of the Post Office from which they are remitted.

Postmasters should also refer to the instructions appearing on pages 268, 328, 339, 404 and [illegible] of the Post Office Circular.

Postage Due Stamps

Full instructions were sent to all offices, covering the handling of Postage Due Stamps, in accounting Circular D10, not D11 as stated page 563 of the Post Office Circular dated 29 June.

The following offices have not recorded receipt of Postage Due Stamps as directed in Accounting Circular D10 and reminder on page 552, Post Office Circular:

Ladle Cove	Musgrave Harbour
Lush's Bight	Point Leamington
Lark Harbour	Pouch Cove
Morrisville	Torbay

Postmasters are again requested to read instructions covering Postage Due Stamps as detailed in Accounting Circular D10.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B .... For Issuing
Table A .... For Paying

POST OFFICE CIRCULAR.

THURSDAY, 13th JULY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. Anthony ..... Mr. C. Hancock to be seasonal messenger 1st June to 30th November, 1939.

Milltown ..... Mrs. Minnie Strickland, whose resignation as Postmistress and Telephone Attendant was advertised on page 541 of the Post Office Circular, has accepted reappointment as from 1st July, 1939.

Point Leamington ..... Mrs. L. Marsh to be Postmistress and Telephone Attendant as from 1st June, 1939.

Portland, B.B. ..... Mr. H. C. Haines, whose resignation as Telephone Attendant, was advertised on page 541 of the Post Office Circular, has accepted reappointment as from 1st June, 1939.

Fleur de Lys ..... Mrs. H. Quigley, whose resignation as Postmistress and Telephone Attendant, was advertised on page 549 of the Post Office Circular, has accepted reappointment in view of the fact that Miss Theresa Lewis refused the appointment.

STATISTICS

Monthly Traffic Report

In order to obtain accurate figures of the volume of business handled at each office and throughout the service, it has been decided to introduce a system of monthly reports from each office. These reports will cover all classes of business for which a record is kept at the office so that there will be very little work involved in preparing them. Ordinary letters, parcels and papers etc., will not be included. The form to be used is the "Monthly Traffic Report" (Form 1080). The first report will be made at the end of July 1939.

The Reports are to be made at the end of every month. The name of the office and the month covered by the Report must first be written on the form, then the business done for the month must be written in the spaces provided on the report form. The headings on the form are self explanatory and no detailed instructions for the use of this form are required. Postmasters will, however, note that in the case of Duty Parcels, Postage Stamps, Postage Due Stamps, Registered Envelopes and Telegraph Books, the figures to be shown on the report are the number and/or amount received from Head Office during the month. When completed the Monthly Traffic Report must be signed by the official in charge and sent forward by registered mail to the Statistical Officer, G.P.O., St. John's. The report should be made out in duplicate and one copy kept on file in the office.

A supply of Monthly Traffic Report forms has been sent to every office by the Controller of Stores.

Fuel 1939 - 40

Postmasters in charge of Postal Telegraph Offices, in settlements where coal can be purchased locally, will please notify the Director of Postal Services quoting the approximate price per ton delivered in the office. Authority will then be sent to purchase the year's supply.

Authority for the purchase of kindling wood was given on page 566 of the Post Office Circular.

Offices that were supplied with wood instead of coal will be sent the necessary authority to purchase the same during the month of August or September.

Repairs 1939 - 40

The question of interior repairs to offices will be attended to by the Inspectors on their inspection trips.

Inspectors will advise the Postmasters what repairs they consider necessary and certify the application for such repairs. Postmasters will please refrain from writing for authority to have repairs done until the Inspector visits their office.

MAILS

Overweight Letters

The officials at many offices are exceedingly careless in the matter of overweight letters posted by the public. By "Overweight" is meant letters which are posted in excess of one ounce in weight. An examination of received correspondence at St. John's and Grand Falls shows that many letters come to hand weighing more than one ounce but with postage stamps affixed corresponding to one ounce only. The failure on the part of the public to pay correct postage represents a considerable loss of revenue to this Department in the course of the year. In many cases this loss is due to the carelessness of individual officers in neglecting to weigh correspondence and collect from the sender the proper postage; alternatively where such unpaid items are posted in posting boxes direct without being handed to post office officials for weighing, such officials are neglecting their work in not surcharging these items in accordance with regulations before sending them on.

Postmasters should take particular note of cases of underpaid correspondence not surcharged received at their offices, and where there is evidence that the staff at a particular office is failing to carry out its duties, a report should be made to the Secretary.

Contraband Correspondence

CARRYING AND DELIVERING OF LETTERS BY PRIVATE INDIVIDUALS

It has recently been brought to notice that private individuals, such as truck and taxi drivers, are in the habit of accepting unstamped letters from members of the public in one settlement and delivering them to the addressees in the same or another settlement. This practice is contrary to law. Under Section 32, Chapter 35 of the Consolidated Statutes the Department of Posts and Telegraphs is given the exclusive right of carrying and delivering letters within Newfoundland, and any person found conveying or delivering letters may be fined not more than twenty dollars for each letter in his possession.

Exceptions under the Act are:—

(a) Letters sent by private individuals to be mailed at the first Post Office.

(b) Letters sent by a messenger on purpose, concerning the private affairs of the sender or receiver (for example—a person might send a child with a note to a neighbour.)

(c) Letters lawfully brought into the Colony and immediately posted at the nearest Post Office.

(d) Letters of merchants, owners of merchant vessels or of the cargo or loading therein, sent by such vessels or by any person employed by such owners for the carriage of such letters according to their respective addresses and delivered to the persons to whom they are respectively addressed without pay, hire, reward, advantage or profit for so doing.

(e) Letters concerning goods or merchandise sent or to be sent by common known carriers to be delivered with the goods to which such letters relate, without hire or reward, profit or advantage for receiving or delivering them.

(f) Nothing herein contained shall authorise any person to collect any such excepted letters for the purpose of sending or conveying them as aforesaid or shall oblige any person to send any newspaper, pamphlet or printed book by post.

In a settlement where the mail service is infrequent it is in order for private individuals to take letters from other persons for the purpose of posting them at another Post Office which has a better mail service notwithstanding the fact that there is a Post Office in or near the settlement where such letters originate. In this way the Department is not deprived of its legitimate revenue.

Postmasters should make a copy of this item and post it on the public side of the Post Office. Any known cases of persons carrying letters contrary to this regulation should be reported to the Director of Postal Services with full particulars.

Foreign Mails

Correspondence for Canada ,the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday the 13th July. Delivery should be effected in Montreal and New York on or about Monday the 17th July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND," due to sail from St. John's on the 18th July and arrive at Liverpool on the 24th July, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 19th July and arrive at Southampton on the 24th July.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday the 16th July. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday the 19th July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. Newfoundland," but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "ILE DE FRANCE" due to sail from New York on the 22nd July and arrive at Plymouth on the 28th July.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday the 18th July. Delivery should be effected in Montreal and New York on or about Saturday the 22nd July. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NEWFOUNDLAND," but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 24th July and arrive at Southampton on the 30th July.

Air Mails

The next eastbound flight of the Pan-American Airway's plane will start from Port Washington, New York, on the 22nd July.

TELEGRAPHS

Acceptance of Cablegrams to Swatow, China

With reference to the notice on page 563 of the Post Office Circular of the 29th June the following advice regarding the acceptance of cablegrams for Swatow, China, has been received:—

> "Communication with Swatow, China, has now been restored but we are advised that only messages for foreign firms will be accepted by Swatow. Government messages to Swatow of course will go forward as usual."

Daily Telegraph Check Reports

Officials in charge of Telegraph Offices are instructed to take more care in the preparation of their daily check reports forwarded to Head Office by wire.

These reports should be prepared and checked carefully before sending to Head Office and should be forwarded promptly. Errors in these reports result in a number of otherwise unnecessary service messages being sent.

Officials will please take note that further errors in the preparation of the daily check reports showing evidence of carelessness on the part of the official concerned will render him liable to disciplinary action.

Abuse of Priority Service for Departmental Routine Business

Owing to a growing tendency to abuse the **Priority Service** for Departmental matters it has become necessary to request officials to refrain from using it except where time is the important factor.

ACCOUNTING

Postage Due Stamps

The attention of Postmasters is drawn to the use of Postage Due Stamps. Postage Due stamps are supplied for the purpose of accounting for surcharges on short paid correspondence. Letters are being received at St. John's carrying Postage Due Stamps instead of regular Postage Stamps. Postage Due Stamps must not be used in place of postage stamps. In future Postmasters failing to carry out instructions contained in Accounting Circular D.10, and in Post Office Circular page 513, will render themselves liable to disciplinary action.

Duty Refunds

All Postmasters are requested to pay duty refunds as quickly as possible, and arrange for the return of signed, witnessed and dated receipts, by first term reports after payments are made.

Advices of Money Orders Drawn on England Are Not Being Received at Accounts Office

The attention of Postmasters at Money Order Offices is again directed to the fact that advices of money orders issued on Great Britain and foreign countries must be detached and sent to the Accounts Office, St. John's, and not given to the remitters attached to the orders, as is the practice of many officials. This instruction was issued on pages 4 and 24 of the Post Office Circular.

This practice creates a delay in payment of from three to five weeks as money orders **will not be paid in Great Britain until properly advised.**

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Phippsburg, Colo	Nos.	80502—80600	inclusive
Concord, East Concord—Sta., N.H.	"	19584—19587	"
Glenite, Va.	"	2773— 2800	"
Fort Crook, Nebra	"	67801—69700	"
Philadelphia, Sta. No. 25, P.A.	"	67078—67200	"
Kanosh, Utah	"	55593—55600	"

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B. ..... For Issuing
Table A. ..... For Paying.

POST OFFICE CIRCULAR.

THURSDAY, 20th JULY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. John's West End Branch Office .Miss Helen Jackman to be Postmistress as from the 11th July, 1939.

RESIGNATIONS

Grand Bank .....Mr. Stanley Molloy, Messenger, effective the 15th August, 1939. Salary $120. per annum. Applications close the 8th August. Advertised locally.

Seal Cove, F.B. .....Miss Winnie Loveless, Postmistress and Telephone Attendant, effective the 31st July, 1939. Not advertised.

Western Arm, W.B. .....Mr. E. Bannister, Postmaster and Telephone Attendant, effective the 31st July, 1939. Not advertised.

MAILS

Courier Services

Two new courier services have been established:—

(1) **Harbour Buffett to Little Harbour East.**

One round trip every two weeks to alternate with the Bay trips of the S. S. "HOME." The first despatch for this service will be by express on Tuesday the 18th July and every second Tuesday thereafter until further notice

(2) **Carmanville to Horwood calling at all Offices in Gander Bay.**

This service supplements that of the S.S. "SAGONA" which calls at Horwood and Gander Bay one way only. The trips will be fortnightly on such trips of the S.S. "SAGONA" when she does not call at Horwood and Gander Bay outward from St. John's. On these trips mails will be landed at Carmanville and conveyed by courier to the offices enroute. The service will operate until the 31st, December, 1939.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch same day, on Thursday, the 20th July. Delivery should be effected in Montreal and New York on or about Monday, the 24th July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "ATHENIA" due to sail from Montreal on the 24th July and arrive at Liverpool on the 1st August, but any letters endorsed "via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 25th [illegible] at Southampton on the 30th July.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday, the 23rd July. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 26th July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 29th July and arrive at Southampton on the 3rd August, but any letters endorsed "via New York" will be forwarded for connexion with the S.S. "HAMBURG" due to sail from New York on the 26th July and arrive at Southampton on the 3rd August.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch same day, on Tuesday, the 25th July. Delivery should be effected in Montreal and New York on or about Saturday, the 29th July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF BRITAIN," but any letters endorsed "via New York" will be forwarded for connexion with the S.S. "MAURETANIA" due to sail from New York on the 29th July and arrive at Southampton on the 5th August.

Air Mails

Eastbound to Great Britain. Letters will be accepted at the General Post Office, East and West Branch offices, up to 4 p.m. on Thursday, the 20th July, and will go out by the Express on that day for despatch from Botwood at 6 p.m. on Saturday, the 22nd July. These mails are due to arrive at Southampton at 1 p.m. the following day.

Westbound flight. Letters for despatch by air will be accepted at the General Post Office, East and West End Branch offices up to 4 p.m. Tuesday, the 25th July, and will go out by the Express on that day for despatch from Botwood at 7 a.m. on Thursday, the 27th July. These mails are due to arrive in New York 2 p.m. on the same day.

Mail for despatch by air must be fully prepaid. For rates of Air Mail Postage see page 554 of the Post Office Circular of the 15th June, 1939.

TELEGRAPHS

Change in Status

Roberts Arm ..... As from the 15th July, 1939, the office at Roberts Arm has been converted from telephone to wireless working. The call sign is RK. For the present Mr. J. S. Roberts, Postmaster at Nippers Harbour, is in charge, his place at Nippers Harbour being taken by Mrs. J. S. Roberts.

Traffic

The total number of paid telegrams for June was 49,418, of which 2,792 were sent by the Priority Service. This total number for June 1938 was 44,574, of which 2,418 were sent by the Priority Service.

The total number of Service messages for June was 6,645, as against 6,471 for June, 1938.

The total number of Dead-Head messages for June was 1,730, as against 1,321 for June 1938. Renewed attention is called to the necessity of using the Service message and Dead-Head message systems only in cases of emergency.

The public message service consisted of 10,263 words, which is equivalent to 6,840 telegrams, a decrease under June 1938 of the equivalent of 940 telegrams.

Errors, Delays and Failures

During the month of June there were recorded: 11 errors; 7 delays; 1 failure.

ERRORS		
Between	Corner Brook and St. John's	1
"	Whitbourne and St. John's	1
"	St. John's and Topsail	1
"	Topsail and St. John's	1
"	Grand Bank and Placentia	2
"	LaScie and Campbellton	1
"	Buchans and Campbellton	1
At	Rose Blanche	1
"	Arnolds Cove Station	1
"	Little Bay Islands	1
DELAYS		
At	St. John's	4
"	St. John's Delivery	3
FAILURE		
At	Brig Bay	1

The responsibility for delay to four telegrams at St. John's was not placed.

20 cent fines were imposed on Mr. J. Penwell, Grand Bank; and Mr. C. D. B. Knight, Placentia, for two errors in figures.

A fine of 10 cents was imposed on Miss E. Hoddinott, Brig Bay, for failure of service.

ACCOUNTING

Stamp Requisitions

The attention of Postmasters is drawn to the use of Postage Stamp, and Postage Due Stamp requisition forms.

Form 1043 is the Postage Stamp requisition and is used for Postage Stamps only. Postage Due Stamp requisition form printed in green, form number 1043B, is used for Postage Due Stamps, and Saleable forms.

Postage Stamp requisitions made on the Postage Due Stamp requisition form 1043B, will not be acknowledged.

Offices Supplied With Postage Due Stamps

Postmasters are reminded that Postage Due Stamps are supplied to Money Order offices only.

Preparation of Term Reports

In forwarding term reports to Headquarters Postmasters are reminded that they must date and enter the names of their offices on the General Account section (form 1016) of their term reports. Many Postmasters are failing to do this thereby causing undue delays at Headquarters.

Errors in Remittances of Cash

The following offices are not remitting cash, as directed on page 531 of the Post Office Circular of the 4th May, 1939:—

Burgeo
Cape Broyle
Exploits
Glovertown
Harbour Buffett
Lewisporte
Moretons Harbour
Pools Cove
Port au Port
Ramea
Rencontre East
St. Anthony
St. Fintans

Officials are again reminded that remittances should be separated into coin, bank notes and cheques and properly noted on the remittance form. Bank notes must be arranged in order of denomination and must not be folded.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Balmoral, Man. ... Nos. 1801 to 2000 inclusive

The above Orders, if presented at a Newfoundland Post Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Stolen U.S.A. Postal Money Order Forms—Correction

Concord, East Concord Station, N.H. ... Nos. 19584-19587 inc.

The above Orders reported stolen in the Post Office Circular of the 13th July have now been reported as having been regularly issued. These Orders should be removed from the list of Stolen Orders.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... For Issuing
Table A ... For Paying

POST OFFICE CIRCULAR.

THURSDAY, 27th JULY, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

SAVINGS BANK POST OFFICES

The honour of being the first Savings Bank Post Office in Newfoundland belongs to Marystown, Placentia Bay, which was established as a Savings Bank Post Office on the 24th July, 1939.

Savings Bank offices will be established at other Post Offices in Newfoundland in the course of the next few months depending upon local circumstances.

MAILS

Courier Contracts

Several couriers have not returned their contracts for the year 1939-40.

Will Postmasters please enquire if the couriers from their offices have signed their contracts and returned them to the Director of Postal Services, and if not advise them to have it done immediately.

Courier's bills will not be paid until the signed contract is received at Head Office.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch same day, on Thursday, the 27th July. Delivery should be effected in Montreal and New York on or about Monday, the 31st July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF AUSTRALIA" due to sail from Quebec on the 3rd August and arrive at Southampton on the 10th August, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 2nd August and arrive at Southampton on the 7th August.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 8.30 a.m., for despatch same day, on Sunday, the 30th July. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 2nd August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF AUSTRALIA", but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "GEORGIC" due to sail from New York on the 5th August and arrive at Southampton on the 13th August.

Correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General Post Office, St. John's, up to 4 p m. (late fee letters 5.15 p.m.) for despatch same day, on Tuesday, the 1st August. Delivery should be effected in Montreal and New York on or about Saturday, the 5th August. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 7th August and arrive at Liverpool on the 13th August, but any letters endorsed "Via New York" will be forwarded for connexion with fast steamer, the particulars of which have not yet been advised

Air Mails

Eastbound to Great Britain. Letters will be accepted at the General Post Office, East and West End Branch offices, St. John's, up to 4 p.m. on Thursday, the 27th July, and will go out by the Express on that day for despatch from Botwood at 6 p.m. on Saturday, the 29th July. These mails are due to arrive at Southampton at 1 p.m. the following day.

Westbound Flight. Letters for despatch by air will be accepted at the General Post Office, East and West End Branch offices, St. John's, up to 8.30 a.m. Sunday, the 30th July, and will go out by the Express on that day for despatch from Botwood at 7 a.m. on Wednesday, the 2nd August. These mails are due to arrive in New York 2 p.m. on the same day.

Postmasters at outport offices should advise the public where necessary of the latest times for the acceptance of air mail letters. These should be posted at outport offices in time to be forwarded to Botwood to connect with the despatch of the planes at the above indicated times.

Mail for despatch by air must be fully prepaid. For rates of Air Mail Postage see page 554 of the Post Office Circular of the 15th June, 1939.

STATISTICS

Monthly Traffic Reports

With reference to the monthly traffic report, Form 1080, Postmasters will please take particular notice of the following instructions which were sent to all offices by telegram on the 24th July:—

> "Note at bottom of monthly traffic reports, form 1080, regarding the treatment of telegrams at repeating offices repeated over telephones should not be acted on and should be crossed out. Repeated business handled by telephone should be included amongst repeated telegrams at repeating offices. A copy of this instruction should be attached to the monthly traffic report pad at all offices for ready reference."

TELEGRAPHS

Community Telephones

The community telephone at Bordeaux, P.B., was disconnected on the 24th July, 1939.

ACCOUNTING

Withdrawal of Royal Visit Stamps

Following instructions issued in the Post Office Circular, page 481, 2nd March, 1939, all Postmasters will arrange to return all Commemoration Stamps, i.e. the Special stamp of the five cent denomination, which is on sale from 17th June to the 31st July. At the close of business on the 31st July all five cent Commemoration stamps not sold must be returned under registered cover, addressed to Chief Accountant. Postmasters will take credit in their accounts for such stamps returned. After the 31st July the regular five cent stamp will again be on regular sale.

Customs Excise Labels

All Postmasters who have received Customs Excise Labels are reminded that these labels must be withdrawn on the 31st July. All labels on hand in Post Offices will be returned under

registered cover, addressed to the Chief Accountant. Credit will be taken for such labels in term reports for July 31st. All credits taken must be listed as Customs Excise Labels and any cash on hand in this account must be remitted on Duty remittance form 1045 and specified as Customs Excise Labels.

For the general information of Postmasters it should be noted that Customs Excise Labels were forwarded to such Post Offices, only, as are not served by Customs officers.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order service during the month of April, 1939:—

	No. of Errors	No. of Orders Issued and Paid During April
Aguathuna	4	66
Bell Island Mines	4	1260
Bonavista	5	230
Botwood	5	282
Buchans	6	1418
Gambo	6	166
Howley	6	145
Lewisporte	5	151
Moretons Harbour	4	27
Pilley's Island	4	46
St. John's General	5	3660
	54	7451

The total number of orders issued during May	17,771
The total number of orders paid during May	8,229
	26,000
Total number of errors	243
Percentage of errors	.93
i.e. nearly 9½ errors for every 1000 orders issued and paid.	
Total number of figure errors	135
Percentage of figure errors	.52
i.e. nearly 5½ errors for every 1000 orders issued and paid.	

Lost U.S.A. Postal Money Order Forms

The following U.S.A. Money Order forms have been reported stolen:—

Seattle, Station No. 24, Wash. ... Nos. 35220-35400 inclusive

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January 1937 and page 58 of the Post Office Circular of the 11th February, 1937.

Commission on Money Orders Drawn on the U.S.A.

Amount of Order:—

Any amount up to $5.00	10c.
$ 5.01 to $ 10.00	20c.
10.01 to 20.00	35c
20.01 to 30.00	50c.
30.01 to 40.00	65c.
40.01 to 50.00	80c
50.01 to 60.00	95c.
60.01 to 70.00	$1.10
70.01 to 80.00	1.25
80.01 to 100.00	1.50

Postmasters should be careful to apply the above rates of commission when preparing money orders for payment in the U.S.A. and they are reminded that they are liable for any loss to the revenue which may arise through their failure to carry out their instructions.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B	For Issuing
Table A	For Paying

POST OFFICE CIRCULAR.

THURSDAY, 3rd AUGUST, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

SAVINGS BANK POST OFFICES

Savings Bank Post Offices have been opened at the following Post Offices:—

Burin ..... 25th July, 1939
Grand Bank ..... 29th, July, 1939

M.V. "Winifred Lee"—Government Aid Vessel for Labrador Fishery

The M.V. "Winifred Lee" took up the patrol of the Labrador Coast between Hopedale and Cape Chidley on the 1st July, 1939, in connexion with the fisheries up to the 15th September.

Mail Arrangements. During the period of its operations the M.V. "Winifred Lee" will connect with each trip of the S.S. "Kyle" at Hopedale. Mail matter for schooners operating along the Labrador coast will be delivered by the M.V. "Winifred Lee" in the course of its patrol. The patrol vessel will also pick up any mail posted by the crews of schooners and transfer it to the S.S. "Kyle." The normal inland rates will apply and only ordinary and registered correspondence and ordinary parcels will be handled. There will be no Money Order, C.O.D. or Insured Parcel services.

Telegraph Arrangements. The M.V. "Winifred Lee" is equipped with wireless and the Labrador rate of 55 cents for ten text words and 4 cents for each additional text word will apply to local traffic forwarded to the patrol vessel for delivery to schooners and to any traffic sent from schooners for delivery in Newfoundland. This rate will also of course apply to traffic addressed to or sent by the crew of the patrol vessel.

STORES

Uniforms

Due to the dilatory manner in which certain Postmasters return measuring forms for Messengers and Carriers, a number of uniforms have been delayed. These uniforms will be made up and forwarded in due course. Officials are reminded that blue shirt and collar, with black tie, must be worn with uniform.

MAILS

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday the 3rd August. Delivery should be effected in Montreal and New York on or about Monday the 7th August. Correspondence for Great Britain and Transatlantic countries will be will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 7th August and arrive at Liverpool on the 13th August, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "ILE DE FRANCE" due to sail from New York on the 8th August and arrive at Plymouth on the 14th August.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday the 6th August. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday the 9th August. Correspondence for Great Britain and Transatlantic countries [illegible]tch by the S.S. "NOVA SCOTIA" but any letters endorsed "Via

New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 11th August and arrive at Southampton on the 17th August.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday the 8th August. Delivery should be effected in Montreal and New York on or about Saturday the 12th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 12th August and arrive at Southampton on the 17th August, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 16th August and arrive at Southampton on the 21st August.

TRANSATLANTIC AIR MAIL SERVICES

Schedules

TO GREAT BRITAIN AND EIRE

Via Pan-American. Plane leaves Botwood 6.0 p.m. every Saturday. Thursday's express from St. John's connects. Latest time of posting 4 p.m. Thursdays.

Via Imperial. Commencing 10th August Plane leaves Botwood 5.0 p.m. every Thursday. Tuesday's express from St. John's connects. Latest time of posting 4 p.m. Tuesdays.

TO CANADA AND U.S.A.

Via Pan-American. Plane leaves Botwood 7 a.m. every Thursday. Tuesday's express from St. John's connects.

Via Imperial. Commencing 6th August Plane leaves Botwood 12 noon every Sunday. Thursday's express from St. John's connects.

The above schedules are liable to be altered at any time without previous notice.

FIRST FLIGHT VIA IMPERIAL

For those members of the public desiring to obtain first flight covers to be carried by the Imperial Airways Plane and to be date-stamped at BOTWOOD the following arrangements will be in force:—

TO CANADA AND U.S.A.

Covers bearing the appropriate inclusive air postages (10 cents per half ounce to Canada; 15 cents per half ounce to the U.S.A.; Registration 10 cents additional) should be enclosed in a cover addressed to the Postmaster GRAND FALLS and should be posted so as to arrive at GRAND FALLS not later than Wednesday, the 2nd August. Covers destined to Canada will be forwarded to Montreal.

TO GREAT BRITAIN AND EIRE

Covers bearing the appropriate inclusive air postage of 30 cents per half ounce (Registration 10 cents additional) should be enclosed in a cover addressed to the Postmaster of GRAND FALLS and should be posted so as to arrive at GRAND FALLS not later than Sunday the 6th August; i.e. to be despatched from St. John's by the express at 10 a.m. on Sunday the 6th August.

The above instructions with reference to first flight covers were transmitted to all offices by telegram on Saturday the 29th July. The delay in obtaining the necessary information prevented earlier notification.

REVISION OF RATES FOR AIR MAIL

Rates for Air Letters Addressed to Countries Served by U.S.A. Foreign Air Mail Services

In view of the fact that this Department is charged by the United States Post Office Department for air mail which is forwarded from Newfoundland to New York for onward transmission by the Air Services of the U.S.A. Foreign Air Mail Lines, and in order to ensure that

the amount of these charges is not in excess of the air postages which are charged to the public of Newfoundland, it has been necessary to revise the schedule of air postages given on page 226 of the Post Office Circular. These rates should be regarded as cancelled and from the date of receipt of this circular the following rates will be in force:

Country	Rate by air from New York Plus Ordinary Postage	Through rate From Botwood Inclusive Air Postage
	Cents per half ounce	Cents per half ounce
Argentina	63	78
Bahamas	16	31
Bermuda	16	31
Barbados	32	47
Bolivia	48	63
Brazil	63	78
British Guiana	48	63
British Honduras	32	47
Canal Zone	25	40
Chile	63	78
China	$1.10	$1.25
Colombia	48	63
Costa Rica	25	40
Cuba	16	31
Dominican Republic	16	31
Ecuador	48	63
El Salvador	16	31
French Guiana	48	63
French West Indies	25	40
Guadeloupe	25	40
Guam	63	78
Guatemala	16	31
Haiti	16	31
Hawaii	32	47
Honduras Republic	16	31
Hong Kong	$1.10	$1.25
Jamaica	16	31
Japan	$1.10	$1.25
Leeward Islands	25	40
Martinique	25	40
Mexico	16	31
Nicaragua	63	78
Panama	25	40
Paraguay	63	78
Peru	48	63
Puerto Rico	16	31
Siam	95	$1.10
Surinam	48	63
Trinidad	25	40
Uruguay	63	78
Turks Island	16	31
Venezuela	32	47
Virgin Islands	16	31
Windward Islands	25	40

The public should be asked to endorse their letters in the left hand top corner "By air from [illegible] "[illegible] from Botwood" as the case may be.

Rates for Air Mail to Canada and U.S.A.

The inclusive air postage for letters addressed to Canada and the U.S.A. is 10 cents per half ounce or fraction for letters addressed to Canada and 15 cents per half ounce or fraction for letters addressed to the U.S.A. These inclusive air postages provide for the following service as the sender may require.

(a) Despatch by surface means from Newfoundland to Canada or the U.S.A. and by air by the internal services of either of these countries.

(b) Despatch by air from Botwood to Canada or the U.S.A. Such letters will automatically be transferred to the internal air services by the Canadian or U.S.A. Postal Authorities if delivery can be expedited thereby.

The sender should be asked to endorse his letters in the top left hand corner to indicate the service he desires, e.g. "By air from Botwood," "By air from New York," "By air from Montreal" as the case may be.

ACCOUNTING

All Communications to Be in Ink

Despite the instruction appearing at the foot of remittance forms (Nos. 1045 and 1046) certain Postmasters continue to forward their remittance prepared in pencil.

Postmasters are instructed that for all communications to Head Office Remittances, Requisitions, reports etc., ink must be used.

Remittances of Cash

The following offices are not remitting cash as directed on page 531 of the Post Office Circular of the 4th May, 1939.

Hermitage	Norris Point
Hillview	Port Blandford
Lewisporte	Port de Grave
Little Bay, N.D.B.	St. Alban's
Lower Island Cove	St. Anthony
Moreton's Hr.	St. Kyran's.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. money order forms have been reported stolen:—

Springfield, Station No. 1.III.	Nos. 60708-60800 inclusive
Cleveland, Station No. 83, Ohio.	Nos. 58740-588000 inclusive.

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B. ....For Issuing.
Table A. ....For Paying.

POST OFFICE CIRCULAR.

THURSDAY, 10th AUGUST, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Seal Cove, F.B. .....Mrs. Job Smith to be Postmistress and Telephone Attendant as from 13th August, 1939.

RESIGNATIONS

Seal Cove, F.B. .....Miss Winnie Loveless effective 12th August, 1939. Not advertised

RETIREMENTS

St. John's Telegraph Delivery .....Mr. W. C. Cochrane, Messenger in the St. John's Telegraph Delivery, retired the 31st July, 1939, on reaching the age limit.

SAVINGS BANK POST OFFICES

A Savings Bank Post Office was opened at Fortune on the 4th August, 1939.

REPAIRS 1939-40

Postmasters are reminded of the instructions on page 570 of the Post Office Circular of the 13th July, 1939, under the above heading.

Postmasters will please refrain from writing or wiring for permission to have repairs effected until an Inspector visits his office. The Inspector will instruct the Postmaster what repairs are needed and will certify the applications. Applications received without the Inspector's certificate will be ignored.

MAILS

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday, the 10th August. Delivery should be effected in Montreal and New York on or about Monday, the 14th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "MONTROSE" due to sail from Montreal on the 15th August and arrive at Greenock on the 22nd August, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 16th August and arrive at Southampton on the 21st August.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 13th August. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 16th August. Correspondence for Great Britain and Transarded for connexion with the S.S. "EMPRESS OF AUSTRALIA"

due to sail from Quebec on the 19th August and arrive at Southampton on the 26th August, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "DEUTSCHLAND" due to sail from New York on the 16th August and arrive at Southampton on the 24th August.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday, the 15th August. Delivery should be effected in Montreal and New York on or about Saturday, the 19th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF AUSTRALIA" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 22nd August and arrive at Southampton on the 28th August.

Air Mails

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices up to 4 p.m. on Thursday, the 10th August and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by Pan American Airways Plane leaving Botwood at 6 p.m. Saturday, the 12th August, and arriving at Southampton at 1 p.m. the following day. Correspondence for Canada and the U.S.A. will receive despatch by the Imperial Airways Plane leaving Botwood on Sunday morning, the 13th August, and arriving at New York via Montreal late the same day.

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices up to 4 p.m. on Tuesday, the 15th August, and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Imperial Airways Plane leaving Botwood on Thursday afternoon, the 17th August and arriving at Southampton the following morning.

Correspondence for Canada and the U.S.A. will receive despatch by the Pan American Airways Plane leaving Botwood early Thursday morning, the 17th August, and arriving at New York the afternoon of the same day.

Registered Correspondence. Gummed Labels

On pages 349 and 350 of the Post Office Circular of the 14th July, 1938, instructions were given with reference to the introduction of the system of gummed labels for use in connexion with registered correspondence. The labels which were in sheets of 100 were supplied to 48 of the larger offices. These labels show the name of the office and the registered number which should be given to items of correspondence. A supply of these labels has now been obtained in the form of rolls, each roll consisting of 1,000 labels. The roll is contained in a special type of metal container making it convenient for one label to be torn off at a time. The new system of rolls is much more convenient than the previous system of perforated sheets and supplies are now being sent to a much larger number of offices than was possible hitherto. Immediately on receipt of the new supplies those offices which were previously supplied with perforated sheets, and whose names were given on page 350 of the Post Office Circular, should destroy whatever stocks of these perforated sheets remain on hand and should bringthe new rolls into use immediately commencing with No. 0001.

So far as those offices are concerned which were not before but are now included in the system, the staff should read carefully the instructions given on page 349 and 350 of the Post Office Circular with reference to the use of these gummed labels.

The rolls and metal containers are being sent to offices with the rolls already fitted inside the container. The staff should take particular note that under no circumstances are these containers meant to contain water or anything else except the roll of gummed labels for which they are supplied.

Insured Parcels

Postmasters and the staff should note that they must take particular care when accepting insured parcels to verify that the packing is adequate and such as to protect the parcel from the normal risks of transit. If necessary they should question the sender on this point and point out to him that it is in his own interest that the packing of all parcels, particularly those which are insured, should be adequate in all respects, and that if despite this a person posts an insured parcel which has a flimsy packing the Post Office will accept no responsibility for any damage which may ensue to the contents.

If necessary Postmasters should endorse the cover of an insured parcel which appears to them to be insufficiently strong, to the effect that the sender's attention was directed to the matter

TELEGRAPHS

Opening of Seasonal Office at White's Road, St. George's

A seasonal Postal Telegraph Office was opened in the Railway Station at White's Road, St. George's, on August 4th, for the period of the harvesting and shipping season.

The Call sign is "W."

ACCOUNTS

Return of Stamps

Postmasters are reminded that when returning to Head Office Postage Stamps, which have been recalled from sale, they should be forwarded by registered mail in an envelope addressed to the "ACCOUNTANT G.P.O. ST. JOHN'S." A short note along the following lines should be enclosed:

> "Postage Stamps to the value of $ ..... are enclosed from the Post Office at ....."

In all cases the envelope should shew the name of the office.

Radio Licence Collection

The attention of all Postmasters is drawn to Radio Licence Collection. Postmasters must arrange to finalize radio licence collection by 30th September. It would appear that the Postmasters at several offices have failed to send out final notices as a follow up to original notice cards, and as a result many who otherwise would have paid have possibly overlooked the matter.

Money Orders Issued on Great Britain

The failure of certain Postmasters to observe the instructions concerning calculation of British Money Orders on page 80 of the Post Office Circular dated April 1st, 1937, is causing great inconvenience to Head Office staff.

For the benefit of these Postmasters the instructions are herewith repeated:

> "Postmasters should note that in calculating the sterling equivalent of Newfoundland currency the amount should be rounded up to the next penny, i.e., a fraction of a penny in the sterling equivalent which is less than a halfpenny should be excluded, and if a halfpenny or greater than a halfpenny should be rounded up to the next penny therefore an amount of 7½d should be shown as 8d. In no circumstances must half pennies be shown."

Disciplinary action will be taken against Postmasters failing to carry out the above instructions.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Balmoral, Mann. ... Nos. 5048-1801 to 5048-2000 inc.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:

Maynard, Ohio ... Nos. 190323 to 190400 inc.
Seattle, Station No. 44, Wash. ... Nos. 21022 to 21200 inc
Buck, W. Va. ... Nos. 573 to 578 inc.

The above orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th July, 1937 and page 52 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries except Canada and the U.S.A., is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... for Issuing.
Table A ... for Paying.

POST OFFICE CIRCULAR.

THURSDAY, 17th AUGUST, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

SALARY REVISION

Following an agreement recently concluded between the Department and the Union of Post Office Workers the following revision of salaries at Outport Offices will be put into effect as from the 1st July, 1939:

Morse Telegraph Offices

1. Minimum salary for female officer who is also a native of the settlement .. .. $360. per annum

2. Minimum salary for a male officer or for female officer who is not a native of the settlement ... . $420. per annum

3. Salaries at offices where an amount in excess of the minimum is warranted, to be governed by units of work performed up to the appropriate salary of $600. per annum. Unit scale to be used as a guide in assessing salaries at the larger offices where an amount in excess of $600. for the officer in charge is warranted.

4. (a) Rank and file male officers with Telegraph and Postal qualifications at Topsail, Placentia, Campbellton, Deer Lake, Corner Brook and Grand Falls ... . $660-40-1140 (annual increments)

   (In the case of Telegraphists there will be an efficiency bar at $960. and further increments beyond this point will depend upon the officer concerned being fully competent in all the rank and file work of the office including postal work).

   (b) Rank and file male officers at above offices with postal qualifications only ... . $660-40-960 (annual increments)

Postal Telephone Offices

In the case of Postal Telephone Offices the minimum for a Non-Money Order Office is $36. per annum. This was increased from $24. per annum in July, 1937. The minimum for a Money Order Office is $60 per annum. Where the amount of work performed warrants a salary in excess of these minima, this is granted in accordance with the unit scale.

The officers who are entitled to increases under this agreement have already been notified separately by post. Arrears for the month of July will be included in the salary cheques due at the end of the present month.

RESIGNATIONS

Carbonear.....Mr. W. Fitzpatrick, Messenger, effective 31st August, 1939. Salary $120. per annum. Applications close 29th August, 1939. Advertised locally.

SAVINGS BANK POST OFFICES

A Savings Bank Post Office was opened at Ramea on the 14th August, 1939.

MAILS

Packages Containing Films Forwarded to Be Developed

Sufficient care is not being taken by Postmasters to ensure that packages are securely wrapped before accepting them for forwarding to the office of destination. Several instances have come to light recently of rolls of film being forwarded through the mail in ordinary envelopes which are not strong enough for the purpose. In some cases the rolls have broken through the package and have been found loose in the bag and it is impossible for the officials at St. John's to ascertain to whom the rolls of film belong or to whom they are addressed.

It has also been found that money is being included in the same package and the package not registered despite the instructions on pages 49, 365 and 469 of the Post Office Circular.

Postmasters will in future take care to see that packages of film are securely wrapped before accepting them for despatch and if money is being enclosed that the registration fee in addition to the letter postage is affixed to the package.

Articles Liable to Customs Duty in Letters and Other Postal Packets (not Parcels)

Persons abroad frequently endeavour to evade the Newfoundland Customs by enclosing articles liable to Customs duties in letters, packets, etc. Sometimes this is done deliberately, sometimes innocently but wherever such articles are delivered to the addressee without being assessed for duty, the Customs receipts, which are the mainstay of the country's economy, suffer accordingly. It is the duty of Post Office Officials to prevent this and thereby to assist in protecting the revenue. The principal points of control in this respect are the St. John's G.P.O. and the North Sydney Assorting Office.

If a letter or a packet from abroad contains articles liable to customs duty it is quite in order provided it bears on the outside cover a green label marked "CUSTOMS, MAY BE OPENED OFFICIALLY," and giving particulars of the articles enclosed. If it does not bear this green label the articles enclosed are contraband and may be dealt with by the Customs Department as such.

Reference to these green labels was made on pages 26 and 38 of the Post Office Circular and supplies have already been issued to Post Offices for use in connexion with the small packet service to places abroad. Sometimes instead of the word "CUSTOMS" the green label bears the word "DOUANE" which is the French equivalent.

All letters and packets bearing these green labels should be sent immediately to the Customs Officer, Parcel Depot, St. John's, by the receiving offices of St. John's and North Sydney. If a letter or packet bearing a green label escapes detection and is sent to an outport office the Postmaster should forward it to the nearest Customs Officer immediately.

Any bulky letter or packet from abroad which, from its nature, obviously contains something more than a letter but which does not bear a green label, should also be forwarded by the St. John's and North Sydney Offices to the Customs Officer, Parcel Depot, St. John's, in order that the addressee may be requested to attend in person or send his agent to open the letter or packet to see whether it contains dutiable articles. If any such bulky letters or packets escape detection at St. John's or North Sydney and arrive at an outport Post Office, the Postmaster should transfer them to the nearest Customs Collector in order that the addressee may attend in person or send his authorised agent to open the bulky letter or packet. In cases of doubt or difficulty the Postmaster should communicate by telegraph with Headquarters.

It should be observed that advertising matter from abroad (catalogues, price lists and so on) is subject to customs duty at the rate of 18 cents per lb., the minimum amount for a circular weighing one ounce or less being one cent. This duty is due to be paid by the sender by means of customs revenue stamps affixed to the reverse side of each circular or packet.

If it comes under notice that dutiable articles are included in newspapers, magazines, etc., with the obvious intention of escaping customs assessment they should be sent to the Customs Officer, Parcel Depot, St. John's, as contraband.

Nothing is meant to be conveyed in these instructions as giving Post Office staff the right to delay or unwarrantably interfere with the expeditious treatment of all correspondence.

Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday, the 17th August. Delivery should be effected in Montreal and New York on or about Monday, the 21st August. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 22nd August and arrive at Liverpool on the 28th August, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 23rd August and arrive at Southampton on the 28th August.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 20th August. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 23rd August. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND", but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "ILE DE FRANCE" due to sail from New York on the 24th August and arrive at Plymouth on the 30th August.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday, the 22nd August. Delivery should be effected in Montreal and New York on or about Saturday, the 26th August. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "NEWFOUNDLAND", but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 29th August and arrive at Southampton on the 4th September.

Air Mails

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 p.m. on Thursday, the 17th August, and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Pan American Airways Plane leaving Botwood on Saturday afternoon, the 19th August, and arriving at Southampton on the following afternoon. Correspondence for Canada and the U.S.A. will receive despatch by the Imperial Airways Plane leaving Botwood on Sunday morning, the 20th August, and arriving at New York via Montreal late the same day.

Correspondence for despatch by air to Great Britain, Canada and the U.S.A., will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 p.m. on Tuesday, the 22nd August, and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Imperial Airways Plane leaving Botwood on Thursday afternoon, the 24th August and arriving at Southampton the following morning. Correspondence for Canada and the U.S.A. will receive despatch by the Pan American Airways Plane leaving Botwood early Thursday morning, the 24th August and arriving at New York the afternoon of the same day.

Mail for despatch by air by these services must be fully prepaid and endorsed "By air from Botwood."

For rates of Air Mail Postage see page 554 of the Post Office Circular of the 15th June, 1939, and page 592 of the Post Office Circular of the 3rd August, 1939.

TELEGRAPHS

News Telegrams to Radio Station V.O.C.M.

The following instruction S.I. 181 was broadcast to all offices 11 August, 1939:

> "You will accept at press rate telegrams addressed V.O.C.M. St. John's, provided they come under class of traffic entitled to press rate as per page 379 of the Post Office Circular and senders have been authorised by the addressees to file same. All such telegrams must bear the indicator 'Press' in check."

Postmasters will continue to co-operate with the Department in forwarding news items of interest for the Broadcasting Corporation of Newfoundland as instructed on page 482 of the Post Office Circular of the 2nd March, 1939, and 534 of the Post Office Circular of the 11th May, 1939.

ACCOUNTING

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:

Los Angeles, Station No. 36, Calif. ... Nos. 160839 to 162000 inc.
Tusten, N.Y. ... Nos. 979 to 1000 inc.

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 52 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... for Issuing.
Table A ... for Paying

POST OFFICE CIRCULAR.

THURSDAY, 24th AUGUST, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RETIREMENTS

St. John's Telegraph Delivery.....Mr. J. O'Grady, Messenger, to retire as from the 31st August, 1939, on reaching the age limit.

Savings Bank Post Office

A Savings Bank Post Office was opened at Burgeo on the 17th August, 1939.

STATISTICS
Mail Bag Reports, Form No. 1332

As from this date Postmaster's Monthly Mail Bag Reports—Form No. 1332—should be addressed to the **Director of Postal Services, General Post Office, St. John's**, and not to the Statistical Clerk as stated on the form.

Monthly Traffic Reports (Form 1080)

The following points with regard to the preparation of the Monthly Traffic Report have been raised by Postmasters:

1. **Registered Items**

   The number posted should include official registers posted by the Postmaster to the Accountant and Cashier, etc., as well as the registers received from the public over the counter for despatch.

   The number received should include all registers, official and otherwise, received in an incoming mail.

2. **Money Orders and Postal Orders.**

   The value of the Money Orders issued and Postal Notes sold should **not** include the commission paid by the public for the Orders or Notes.

On page 578 of the Post Office Circular appeared an amendment to Form 1080. This note should **not** be sent in with each report. A copy of it should be made and attached to the pad of monthly traffic reports so that as each report is prepared the Postmaster may refer to it.

MAILS
Change in Courier Service—Coachman's Cove to Baie Verte

In view of the fact that Baie Verte has been added as a regular port of call of the S.S. "NORTHERN RANGER" the Courier Service from Coachman's Cove to Baie Verte will be discontinued as from the 1st September, 1939.

Failure to Collect Sufficient Air Mail Postage

With reference to air mail letters which are due to be transported beyond New York by the Foreign Air Mail Services of the U.S.A., it is observed that certain Postmasters are not charging the public the appropriate rates shown on page 583 of the Post Office Circular. It should be pointed out to the public concerned that unless the full rates are paid there is no guarantee that their letters will be treated as an air mail letter once it arrives at New York. Efforts should be made to bring to the notice of the public who post letters with deficient air postage that they are running the risk of their letters being forwarded by ordinary surface means unless the proper air postage is paid.

Missending of Air Mail to Grand Falls

Certain Postmasters continue to forward to Grand Falls air mail which is due to be despatched from Botwood. It should be observed that the Grand Falls Office was used for this purpose as a temporary measure and only in connexion with the inaugural flights of the Pan-American Airways and Imperial Airways planes respectively. Postmasters should cease to send air mail letters to Grand Falls; by doing so they are liable to delay the due despatch by air of such correspondence. So long as the Imperial and Pan-American Airways planes continue to use Botwood all air mail should be sent to that office unless the sender has paid postage only for air mail services beyond New York in which case such correspondence should be forwarded to the Westbound Express for transit by surface means to the United States.

Gummed Labels "By Air Mail"

The Department has issued small gummed labels in blue which should be used for the purpose of affixing to air mail correspondence so that such letters will show up prominently amongst ordinary correspondence and are not likely to be delayed by being sent by surface means instead of by air. These labels are of the following form:—

BY AIR MAIL.
PAR AVION.

Postmasters at offices where air mail correspondence is regularly posted may obtain a supply of these air mail labels by communicating with the Controller of Stores, G.P.O., giving the average number of air mail letters posted at their offices monthly. Care should be taken to ensure that letters which are intended to go by air and are prepaid accordingly should have one of these blue air mail labels on the front of the cover, if possible in the left hand top corner.

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday, the 24th August. Delivery should be effected in Montreal and New York on or about Monday, the 28th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF YORK" due to sail from Montreal on the 1st September and arrive at Greenock on the 7th September, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 30th August and arrive at Southampton on the 5th September.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 27th August. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 30th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF YORK", but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NEW YORK" due to sail from New York on the 30th August and arrive at Southampton on the 7th September.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday, the 29th August. Delivery should be effected in Montreal and New York on or about Saturday, the 2nd September. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with S.S. "EMPRESS OF AUSTRALIA" due to sail from Quebec on the 2nd September and arrive at Southampton on the 9th September, but any letters endorsed "Via New York" will be forwarded for connexion with fast steamer, the particulars of which have not yet been advised.

Air Mails

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 p.m. on

Thursday, the 24th August, and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Pan American Airways Plane leaving Botwood on Saturday afternoon, the 26th August, and arriving at Southampton on the following afternoon. Correspondence for Canada and the U.S.A. will receive despatch by the Imperial Airways Plane leaving Botwood on Sunday morning, the 27th August, and arriving at New York via Montreal late the same day.

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 p.m. on Tuesday, the 29th August, and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Imperial Airways Plane leaving Botwood on Thursday afternoon, the 31st August, and arriving at Southampton the following afternoon. Correspondence for Canada and the U.S.A. will receive despatch by the Pan American Airways Plane leaving Botwood early Thursday morning, the 31st August, and arriving at New York the afternoon of the same day.

Mail for despatch by air by these services must be fully prepaid and endorsed "By air from Botwood."

For rates of Air Mail Postage see page 554 of the Post Office Circular of the 15th June, 1939, and page 583 of the Post Office Circular of the 3rd August, 1939.

TELEGRAPHS

Traffic

The total number of paid telegrams for July was 45,880, of which 3,112 were sent by the priority service. The total number for July 1938 was 45,078, of which 2,075 were sent by the priority service.

The total number of service messages for July was 6,702, as gainst 6,819 for July 1938.

The total number of dead-head messages for July was 1,654 as against 1,694 for July 1938. Renewed attention is called to the necessity of using the service and dead-head message systems only in cases of emergency.

The public message service consisted of 11,253 words, which is equivalent to 7,500 telegrams, a decrease under July 1938 of the equivalent of 1,510 telegrams.

Errors, Delays and Failures

During the month of July there were recorded 12 errors, 3 delays, 2 failures.

ERRORS

Between	Corner Brook and St. John's	1
"	Grand Bank and Placentia	1
"	Placentia and St. John's	1
"	Channel and Deer Lake	1
"	Moreton's Harbour and Herring Neck	1
"	Campbellton and St. John's	1
"	Lewisporte and Campbellton	2
"	Burin and Placentia	1
At	Grand Bank	1
"	Campbellton	1
"	Badger	1

DELAYS

At	St. John's	2
"	St. John's Delivery	1

FAILURES

Between	LaScie and Telephone Office Brents Cove	1
At	Port Saunders	1

The responsibility for delay to two telegrams at St. John's was not placed.

10 cent fines were imposed on Mr. A. J. Currie, Port Saunders; Miss Ivy S. Bartlett, La Scie; Miss S. O'Connell, Brent's Cove, for failure of service.

A fine of 10 cents was imposed on Mr. P. Alexander, Badger, for error in figure.

Acceptance of Cablegrams to Swatow, Canton and Shameen, China

Swatow, China

With reference to the notices on pages 563 and 571 of the Post Office Circular the following advice regarding the acceptance of cablegrams for Swatow, China, has been received:

"All classes of traffic may now be accepted to Swatow and to all firms and individuals. However all traffic is subject to sender's risk."

Canton and Shameen, China

The following notice regarding the acceptance of cablegrams for Canton and Shameen, China, has been received:

"Traffic for Canton and Shameen is only accepted at the sender's risk. Code may be used."

ACCOUNTING

Telephone Rentals

Postmasters are again instructed that when they remit cash for Telephone Rentals a list of the names and addresses of subscribers must be attached to the report in which entry is made. See page 372 of the Post Office Circular of the 18th August, 1938.

Radio Licences

The attention of Postmasters is again drawn to the instructions appearing on page 495 of the Post Office Circular with reference to the collection of Radio Licences. Several Postmasters have been issuing Radio Licences to expire in June or some other month in 1940. Postmasters must take care in future that all licences issued in 1939 are made out to expire the 31st December, 1939.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Bala, Ontario.... .... Nos. 9901 - 10,000 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 52 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is $4.80 to the £1.

The exchange rate for paying is $4.75 to the £1.

Table B ... . for Issuing
Table A ... . for Paying

Irregularities Reported by Inspectors

The following irregularities are reported by Inspectors in connexion with their visits to Post Offices:—

1. Failure to enter insured parcels in the office registered book and the delivery of these parcels without the signature of the addressee.
2. Failure to deliver registers and insured parcels to the addressee or his authorised agent and delivery of these items to children, illiterate or otherwise irresponsible persons. In such cases the officer in charge usually commits the additional irregularity of signing the registered book himself.
3. Failure to insist upon the delivery card being signed for duty parcels.
4. Failure to obtain receipts for delivered telegrams.

An officer who delivers a register or an insured parcel to a person other than the addressee or his authorised agent, and at the same time signs the registered book himself for the delivery of the item, is incurring a grave responsibility. If the delivery of these items is afterwards contested either by the sender or by the addressee the signature of the post office official is of no value whatsoever as proof of delivery.

If any officer in charge of a post office or any subordinate official has been guilty in the past of the above irregularities he or she should immediately take steps to carry out the work of the Department properly in accordance with the instructions issued. If he fails to carry out these instructions he is liable to be held responsible for any loss due to his negligence.

POST OFFICE CIRCULAR.

THURSDAY, 31st AUGUST, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

LEGAL ACTIONS

Miss Margaret McIsaac, former Postmistress at Port au Port, charged before Magistrate Mulcahy at St. George's with irregularities in her Post Office duties was convicted on eight counts and fined four hundred dollars, or, in default of payment, to six months imprisonment in His Majesty's Penitentiary. Miss McIsaac paid the fine.

DISMISSAL

Port au Port .....Miss Margaret McIsaac, Postmistress ceased to be employed as from the 20th May, 1939.

VACANCIES

Port au Port .....Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 19th September, 1939, for the position of Postmaster and Operator at Port au Port. Salary $600.00 per annum. Morse telegraph and wireless qualifications are essential. Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, date of birth, educational qualifications, departmental experience, whether married or single and the names of two people outside the Service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

LEAVE

The following instructions regarding leave are issued for the guidance of Postmasters, and will remain in force until further notice:

Annual Leave.. ..No further annual leave can be granted. Officials at present on annual leave will complete their vacations. They are requested to notify the Staff Clerk where they are spending their vacation so that they may be contacted if necessary. On return to duty of officials from annual leave no reliefs will be released until instructions are given from Head Office.

Special Leave . ..No special leave can be granted except in cases of bereavement. When requesting leave in such cases Postmasters are expected to co-operate with Head Office by suggesting the name of a competent relief.

Sick Leave . .. .Sick leave will continue to be granted where warranted. Medical certificates must be furnished in all cases and if a relief is engaged no payment will be made until the certificate is produced. Postmasters are asked not to request sick leave unless absolutely necessary, and to suggest the name of a suitable relief.

These regulations regarding leave are of a temporary nature only, and are made in view of the critical European situation. Outport officials are expected to co-operate with the Head Office officials by not requesting leave except in the circumstances as noted.

STATISTICS

Monthly Traffic Report (Form 1080)

The Telegraph Cash and Phonotelegram Cash which is entered in the monthly Traffic Report should be the receipts from City Telegrams and City Phonotelegrams; it should **not** include the cash which is received from telephone branch offices to be forwarded to the Cashier, St. John's.

STORES

Pads for Steel Stamps

A number of offices were advised that ink pads for steel stamps were not available and to make requisition later. A supply of these pads has been received at the Stores Department and will be furnished upon receipt of requisition.

Used Lead Seals

Postmasters were instructed on page 358 of the Post Office Circular of the 28th July, 1938, to remove the ends of twine from old lead seals before returning them to the Stores Department. Certain offices have not carried out this instruction.

It is important that the ends of twine be removed without fail.

MAILS

Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Thursday, the 31st August. Delivery should be effected in Montreal and New York on or about Monday, the 4th September. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 9th September and arrive at Southampton on the 14th September, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 6th September and arrive at Southampton on the 11th September.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 3rd September. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 6th September. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF BRITAIN," but any letters endorsed "Via New York" will be forwarded for connexion with fast steamer, the particulars of which have not yet been advised.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 4 p.m. (late fee letters 5.15 p.m.) for despatch, same day, on Tuesday, the 5th September. Delivery should be effected in Montreal and New York on or about Saturday, the 9th September. Correspondence for Great Britain and Trans-

atlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF BRITAIN," but any letters endorsed "Via New York" will be forwarded for connexion with fast steamer the particulars of which have not yet been advised.

Air Mail

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 p.m., on Thursday, the 31st August, and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Pan American Airways Plane leaving Botwood on Saturday afternoon, the 2nd September, and arriving at Southampton on the following afternoon. Correspondence for Canada and the U.S.A. will receive despatch by the Imperial Airways Plane leaving Botwood on Sunday morning, the 3rd September, and arriving at New York via Montreal the same day.

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 p.m. on Tuesday, the 5th September, and will go out on the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Imperial Airways Plane leaving Botwood on Thursday afternoon, the 7th September, and arriving at Southampton the following afternoon. Correspondence for Canada and the U.S.A. will receive despatch by the Pan American Airways Plane leaving Botwood early Thursday morning, the 7th September, and arriving at New York the afternoon of the same day.

Mail for despatch by air by these services must be fully prepaid and endorsed "By Air from Botwood."

For rates of Air Mail Postage see page 554 of the Post Office Circular of the 15th June, 1939, and page 583 of the Post Office Circular of the 3rd August, 1939.

TELEGRAPHS

Acceptance of Cablegrams for Martinique

The following notice regarding the acceptance of Cablegrams for the Island of Martinique was telegraphed to all offices Saturday, the 26th August:—

> "No code or cypher is permitted to the Island of Martinique and all messages for that destination must be in plain language. Above of course does not apply to Government messages which may be accepted in code or cypher."

ACCOUNTING

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Rochester Station, No. 16 N.Y. ... Nos. 100673 to 101200 inclusive
Friendsville, Tenn. ... Nos. 64971 to 65000 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 52 of the Post Office Circular of the 11th February, 1937.

Commission on Money Orders Drawn on U.S.A.

As from the 29th August, 1939, the scale of commission on Money Orders drawn for payment at offices in the United States of America will be as follows:

Amount of Order:

Any amount up to $5.00	.25 cents
$ 5.01— 10.00	.50 cents
10.01— 20.00	.95 cents
20.01— 30.00	$1.40 cents
30.01— 40.00	1.85 cents
40.01— 50.00	2.30 cents
50.01— 60.00	2.75 cents
60.01— 70.00	3.20 cents
70.01— 80.00	3.65 cents
80.01—100.00	4.50 cents

Postmasters should be careful to apply the above rates of commission when preparing Money Orders for payment in the U.S.A., and they are reminded that they are liable for any loss to the revenue, which may arise through their failure to carry out these instructions.

Money Order Sterling Rate of Exchange

The exchange tables for money orders drawn upon Great Britain and other European countries, except Canada and the U.S.A., will be temporarily suspended as from Noon the 29th August, 1939. Until further notice a daily rate will be given in the Daily Despatch at 11 a.m. each day. The rate given in the Daily Despatch will be in force from 11 a.m. to 10.59 a.m. the following day. Postmasters in doubt as to the proper rate to be used should wire the Chief Accountant before issuing or paying British Money Orders or British Postal Notes

POST OFFICE CIRCULAR.

THURSDAY, 7th SEPTEMBER, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

Communications With Persons Detained or Residing In Enemy Territories

All postal services to and from GERMANY are entirely suspended. Letters and postal packets of all kinds already posted, but not yet despatched will be returned as soon as possible to the senders by the Post Office, after submission to the censors; in the meantime no enquiry can be entertained about any individual letter or postal packet unless it was registered or insured. Newfoundland money orders for payment in Germany have also been stopped, and their value will be refunded by the Post Office to the senders as soon as possible.

In the event of communication with Germany being reopened, a further notice will be issued giving instructions as to the method of despatch of postal correspondence.

EMERGENCY REGULATIONS

The serious attention of all Postmasters is directed to the emergency instructions published below.

The instructions should be studied carefully and carried out exactly as laid down. Any Postmaster who does not understand these instructions should immediately write the Secretary.

Censorship Regulations

In virtue of the powers conferred by the Defence Act of 1939 a censorship has been imposed in respect of all Postal Telegraph or other communications in Newfoundland and any item of mail or telegraph message is now subject to such censorship.

Telegrams and Cables

Telegrams and cables may be accepted by the Cable Companies for transmission abroad and those received from abroad may be delivered to addressees in Newfoundland, provided these messages comply with the following regulations:—

(1) The use of code or cipher is prohibited.
(2) Messages written in the English and French languages only are permitted.
(3) Messages must bear the surname of the sender at the end of the text.
(4) Abbreviated addresses will not be accepted.
(5) No message may contain anything which might possibly work to the disadvantage of the State.
(6) The Authorities will not be responsible for delays, stoppages or other interference imposed by the exigencies of censorship.

In order to make the Censorship of letters and postal packets, which is rendered necessary in the present emergency, as effective and economical as possible the public is earnestly invited to conform to the following rules in regard to correspondence with places abroad:—

(1) The name and address of the sender should be stated on the envelope.
(2) Correspondence should be conducted in English, if possible; the language should be plain and the letters as clearly written and as brief as possible.
(3) If English is not employed the name of the language used should be endorsed on the

(4) The envelope should contain no lining paper nor empty sheets.
(5) No writing or other marks or indications of any kind should be made anywhere on the enclosures in the envelope or on or inside the envelope itself which would not in normal course be expected to come immediately under the notice of a Censor Officer.
(6) Firms and individuals should refuse to act as intermediaries or agents for the receipt and transmission of postal correspondence on behalf of persons in places abroad. In particular, members of the public should refrain from handing letters or other written messages to persons on boats or trains and should refuse to accept such messages.
(7) Under no circumstances may letters be enclosed in parcels, either local or foreign.

MAILS

Foreign Mails

Mails for Great Britain, Transatlantic countries, Canada and the U.S.A. will, until further notice, be accepted at the General Post Office, St. John's, on Tuesdays and Thursdays up to 4 P.M. and Sundays up to 8.30 A.M.

Late fee letters will be accepted on Tuesdays and Thursdays only up to 5.15 P.M.

Air Mails

Correspondence for despatch by Air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 P.M. on Thursday the 7th September and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Pan American Airways Plane leaving Botwood on the afternoon of the 9th September and it is understood the plane will not go beyond Foynes. Correspondence for Canada and the U.S.A. will receive despatch by the Imperial Airways Plane leaving Botwood on Sunday morning the 10th September and arriving at New York via Montreal the same day.

Correspondence for despatch by Air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 P.M. on Tuesday the 12th September and will go out on the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Imperial Airways Plane leaving Botwood on Thursday afternoon the 14th September and arriving at Southampton on the following afternoon. Correspondence for Canada and the U.S.A. will receive despatch by the Pan American Airways Plane leaving Botwood early Thursday morning the 14th September and arriving at New York the afternoon of the same day.

Mail for despatch by Air by these services must be fully prepaid and endorsed "By Air from Botwood."

Newspapers, Magazines, Periodical Publications

Until further notice newspapers, magazines and periodical publications addressed to places ABROAD will not be accepted for posting from members of the public.

Newspapers, magazines and periodical publications published in NEWFOUNDLAND will, however, be accepted for despatch ABROAD provided they are posted by the PUBLISHERS under permit which will be granted on application to the Secretary, Department of Posts and Telegraphs.

Applications should give the name of the newspaper, magazine or periodical publication, the frequency of publication and the name of the Post Office at which postings will be made.

Censorship may result in unavoidable delay in the despatch and delivery of the public mails.

TELEGRAPHS

Movements of Shipping

Until further notice you will not accept for transmission by wireless any telegram reporting movements of ships of any kind, including schooners. Coastal boats or other shipping must not be reported either by service or in the form of conversation.

This instruction does not refer to reports of ships in distress or of the movements of any enemy shipping or aircraft. These messages should be transmitted to St. John's only.

Special instructions are being mailed.

Telegrams to Places Outside Newfoundland

Following emergency instructions apply to all telegrams, whether local or addressed to places outside of Newfoundland.

1. Plain language must be used. No cypher or code permitted.
2. English or French only must be used.
3. Every message must bear the surname of the sender.
4. Registered abbreviated addresses will not be permitted.

Postmasters should exercise great care in carrying out these instructions, and neither accept for transmission nor deliver to the public any message which is contrary to these instructions.

EMERGENCY NIGHT SERVICE

An emergency service is to be instituted as from September 4th in order that Magistrates, Rangers, Constables or any person with proper Government credentials engaged in national services may get in communication with St. Johns at any time in the twenty-four hours. Only important Government messages or telegrams of national emergency or distress are to be dealt with. St. John's is to contact the head repeating offices once every hour. A record of such contacts is to be made in the office diary showing the time contacted.

The Head Repeating Office is to contact the sub-repeating office at a specified time every half hour, acknowledging the contact with the time thus (O.K. 1230).

The Sub-Repeating Office will acknowledge the contact in the same way if there is no business.

The Head Repeating Office will also make a note in his office diary after every contact.

If the officer at the head repeating office cannot contact the sub-repeating office at any particular schedule, he is to assume that the latter is working some office and must watch out for his signals.

The Sub-Repeating Office is to watch for his subordinate offices every fifteen minutes at the time specified and agreed on.

He is to tune carefully over the dial of his receiver in order to pick up any particular office that may be trying to contact him.

The instructions to the sub-repeating offices in connexion with watching for their subordinate offices will also apply to the watch kept by the Head Repeating Office for the subordinate offices which are in direct communication.

Public News Despatch

The attention of the Department has been drawn to the fact that instructions in reference to retransmission of the daily News Despatch over all telephone circuits are not being consistently carried out by the repeating office, and for the information of all officials, the regulations in reference to this Service given on pages 63-107 and 275 of the Post Office Circular are herewith repeated. In view of the intense interest taken by the public in this Despatch, the instructions must be strictly adhered to.

The public news message which is sent from the Head Office daily at 11 A.M. is to be retransmitted to subordinate telegraph and telephone offices at a stated time every day before 1 P.M. This stated time should be that which is best suited to the local conditions and the office schedules.

Postmasters of Repeating Offices should notify their subordinate offices that the public message will be sent at the appointed time every day and all officers should be on hand promptly to send and copy the message.

Official time must be kept at all offices so that none, especially the smaller offices, will failure to come in on the circuits at the correct time.

It has come to notice that certain offices are in the habit of copying the Public News Despatch on loose sheets of paper which, in a short time, become mutilated and unreadable. It is also known that some of the smaller offices do not take the trouble to copy the news.

It must be clearly understood that the Public News Despatch must be taken down every day and copied in the book specially provided for the purpose, and this book must be placed in the public office within easy access to members of the public. The Despatch is a public service and the public have a right to expect it daily at all offices.

The Public News Despatch is a daily bulletin of Foreign and local news issued under the authority of the Home Affairs Department and in a number of cases is the only medium isolated Outport Offices have of keeping posted on questions of public interest. It is the wish of the Home Affairs Department that this message be distributed to every telegraph and telephone office on this Department's system.

Weather Forecast

The weather forecast which is a daily feature of the Public News Despatch is essential in the interests of safety to fishermen and sailors and must be given the very widest and most prominent publicity.

Standard Time

Newfoundland standard time is based upon a time signal sent at 9 A.M. daily from New York direct to the Telegraph Department at the General Post Office, St. John's. The correct time is signalled daily from St. John's to all the Outport Offices immediately after the despatch of the public message.

Postmasters and Telephone Attendants correct their clocks daily and endeavour to keep as nearly to the standard time as circumstances will permit.

Money Orders for U.S.A.

The staff should note that the purchase of Money Orders in Newfoundland for exchange in the U.S.A. has been suspended until further notice. The staff should act upon this instruction and refuse to draw Money Orders on the U.S.A.

The payment in Newfoundland of Money Orders drawn in the U.S.A. is not subject to restriction.

POST OFFICE CIRCULAR.

THURSDAY, 14th SEPTEMBER, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. John's Telegraph Delivery .....Mr. H. C. Porter to be Telegraph Messenger as from the 1st September, 1939.

St. John's Telegraph Delivery .....Mr. K. J. Wilson to be Telegraph Messenger as from the 1st September, 1939.

St. John's Operating Room ..... Mr. T. Godden to be a "Learner" as from the 1st September, 1939.

St. John's Operating Room .....Mr. W. C. Cochrane to be a "Learner" as from the 1st September, 1939.

PROMOTION

St. John's East End Branch Office .. Mr. R. Pearce, Letter Carrier in the St. John's G.P.O., to be Assorting Clerk as from the 1st September, 1939.

MAILS

Foreign Mails

Mails for Great Britain, Transatlantic countries, Canada and the U.S.A. will, until further notice, be accepted at the General Post Office, St. John's, on Tuesdays and Thursdays up to 4 p.m. and Sundays up to 8.30 a.m.

Late fee letters will be accepted on Tuesdays and Thursdays only up to 5.15 p.m.

Air Mails

Correspondence for despatch by air to Great Britain ,Canada and the U.S.A., will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 p.m. on Thursday, the 14th September, and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Pan American Airways plane leaving Botwood on the afternoon of the 16th September and it is understood the plane will not go beyond Foynes. Correspondence for Canada and the U.S.A. should arrive in Montreal and New York on the afternoon of the 17th September.

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 p.m. on Tuesday, the 19th September, and will go out by the Express on that day to Botwood. Correspondence for Great Britain should be delivered in London in the evening of the 22nd September Correspondence for Canada and the U.S.A. will receive despatch by the Pan American Airways plane leaving Botwood early Thursday morning,, the 21st September, and arriving at New York the afternoon of the same day.

Mail for despatch by air by these services must be fully prepaid and endorsed "By air from Botwood."

Suspension Empire "All-Up" Services. Introduction Empire Sur-Charged Air Services

Owing to the national emergency it has been necessary to discontinue the "All-up" services on the Empire air mail routes, England to Australia and England to South Africa in both [illegible] which ordinary mail addressed to Empire countries has been for-

warded by air as a normal means of communication will, therefore, be discontinued until further notice.

Air services will, however, be maintained on a restricted basis and will be available for the conveyance of sur-charged air mail only.

It has been necessary, in view of the limited accommodation available, to fix a high air postage rate. This rate will be 30c. per half ounce, inclusive of ordinary and air postage, for all letters despatched from Newfoundland to be conveyed by surface means to England and from thence to be forwarded by air to any of the countries served out of the,—

(1) England, Egypt, Africa and (2) England, Egypt, India, Malaya, Australia Empire air routes.

These countries are as follows:—

Anglo-Egyptian Sudan,
Kenya, (Colony and Protectorate)
Uganda, Protectorate,
Tanganyika Territory
Mauritius,
Nyasaland Protectorate,
Northern Rhodesia,
Southern Rhodesia,
Union of South Africa,
South West Africa,
Basutoland,
Bechuanaland Protectorate,
Swaziland,
Zanzibar Protectorate,
Egypt,
Aden,
Palestine and Transjordan,
Iraq,
Kuwait,
India (including British Indian Post Offices on the Persian Gulf, in French India and in Tibet, but excluding Portuguese India).
Ceylon,
Seychelles,
Burma,
Malaya,
Federated Malay States (Negri, Sembilan, Pahang, Perak, Selanger)
Unfederated Malay States (Johore, Kedah, Kelantah, Perlis, Trenganu, Brunei)
Straits Settlements.
North Borneo,
Sarawak,
Commonwealth of Australia and overseas and mandated territories:—
Papua,
Norfolk Island,
The mandated territories of New Guinea and Nauru.
Fiji,
New Zealand and its dependencies and the mandated territory of Western Samoa,
Territories under the jurisdiction of the High Commissioner for Western Pacific British Solomon Islands Protectorate.
Gilbert and Ellice Islands—
Colony,
New Hebrides,
Tonga.

It should be observed that if the sender desires his letter to be sent to England by air instead of by surface means the inclusive air postage at the rate of 30c. per half ounce for Trans-atlantic air services is payable in addition to the Empire sur-charged rate of 30c. per half ounce.

TELEGRAPHS

Emergency Night Service

The emergency night service which was instituted on 4th September for the coastal wireless offices, the particulars of which were set forth on page 603 of the Post Office Circular of the 4th September, has been further extended to include as far as possible those offices throughout the country which are not served by the Postal wireless system.

A twenty-four hour service is kept at St John's, and all landline offices between St. John's and Port aux Basques with the exception of Buchans and Millertown, can contact St. John's Head Office through one of the trunk lines.

Whitbourne Branch which takes in the offices on the South side of Trinity Bay is shunted through to St. John's at 6 o'clock every evening.

By arrangement with the Newfoundland Railway Management the Agent at Alexander Bay Station will facilitate any emergency message from Glovertown and its connecting telephone offices. Lethbridge and Princeton may communicate with St. John's through the Railway offices at these places.

Clarenville Railway Station will be the contact point for telephone offices at Random Island, Random Sound and South West Arm of Random

If Telephone offices on the Arnolds Cove telephone system wish to get in touch with St. John's they must contact Arnolds Cove Railway Station.

At points where the telephone offices cannot contact the telegraph office or railway station direct after 6 o'clock attempt should be made to contact the private telephone nearest to the telegraph office and apprise the Attendant of the emergency and have him ring up or arouse the Operator or Agent as the case may be and have the latter attend to the office.

Operation of Radio-Telegraph or Radio-Telephone Transmitters

All amateur transmitting stations have been closed down until further notice and Postmasters in places where licensed amateur stations are situated have been instructed to make sure that such sets are fully disconnected.

In addition certain restrictions have been imposed on commercial transmitting stations and the Postmasters in the places concerned have been instructed as to the action to be taken in such cases.

The restrictions referred to above were imposed under the terms of the Defence Act of 1939 and any violation of the instructions by station licensees or operators will result in severe penalties being imposed.

All Postmasters are requested to report to the Secretary by telegraph immediately if any case of actual or suspected illegal operation of radio transmitting apparatus should come to their notice.

Ship stations are not permitted to operate their radio transmitting apparatus in Newfoundland territorial waters and instructions have been issued to all Customs officials to seal the wireless cabin immediately any ship of foreign registry enters any harbour or port in this country.

ACCOUNTING

Official Funds Must Not Be Converted to Personal Use

It has been brought to the notice of the Department that a certain Postmaster has appropriated to his own use Post Office funds to the amount of his salary cheque two or three days before his salary cheque arrived, the intention being to replace from his salary the amount so appropriated.

In case this may not be an isolated instance Postmasters are warned that such action constitutes a felony and subjects the offender to the risk of prosecution and the infliction of a fine and/or imprisonment if convicted.

The following section of the Acts relating to the Postal and Telegraph Services was published on page 16 of the Post Office Circular of the 10th December, 1936, and is repeated for the guidance of the staff:—

> "Every Officer of or connected with the Post Office who converts to his own use in any way whatsoever, or uses by way of investment in any kind of property or merchandise or lends with or without interest any portion of the public moneys entrusted to him for safe keeping, transfer, disbursement or for any other purpose, shall be deemed to have embezzled so much of the said moneys as are so taken, converted, invested, used or lent, and is guilty of a felony; and the neglect or refusal to pay over any public moneys in hand, or to transfer or disburse any such moneys promptly, on the demand of the Secretary for Posts and Telegraphs or of any inspector, auditor or other officer of the Department of Posts and Telegraphs thereto generally or specially authorized by the Secretary, shall be prima facie evidence of such [illegible] own use of so much of the public moneys as are in the hands

of such Officer; and every person who advises or knowingly and wilfully participates in such embezzlement shall for every such offence, forfeit to pay to His Majesty a fine equal to the amount of the money embezzled, and shall be liable to imprisonment for a term not exceeding three years with hard labour."

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:

Seattle Station 33 Wash. .... Nos. 25483-25600 inclusive.
Wenasoga, Miss. .... Nos. 8284- 8400 inclusive.

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 52 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

Until further notice the daily rates of exchange for Money Orders drawn upon Great Britain and other foreign countries except Canada and the U.S.A. which are transmitted daily at 11 A.M. in the Daily Despatch will also be published in the Post Office Circular. The rates published on each Thursday will be those in force up to the previous Thursday.

Date	Issuing Rate	Paying Rate
29 August	$4.41 to the £1	$4.36 to the £1
30 "	4.50 " " "	4.45 " " "
31 "	4.55 " " "	4.50 " " "
1 September	4.55 to the £1	$4.50 to the £1
2 "	4.50 " " "	4.45 " " "
4 "	4.50 " " "	4.45 " " "
5 "	4.50 " " "	4.45 " " "
6 "	4.65 " " "	4.60 " " "
7 "	4.50 " " "	4.45 " " "

Money Orders for the U.S.A.

Postmasters will please copy the following notice neatly in ink if a typewriter is not available and exhibit it in a convenient and conspicuous place in their offices:

NOTICE

Suspension of Money Order Service for U.S.A.

In view of the fluctuations in the rate of exchange it has been found necessary to suspend until further notice the issue of Newfoundland Money Orders payable in the U.S.A.

The payment in Newfoundland of Money Orders drawn in the U.S.A. is not subject to restriction.

POST OFFICE CIRCULAR.

THURSDAY, 21st SEPTEMBER, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

St. John's Operating Room .....Mr. A. G. Stuckless, Operator, effective 12th September, 1939.

STORES

Return of Equipment

Quite a number of defective radio receivers, transmitters and telephones are outstanding. Under existing emergency conditions these instruments are urgently required and officials are requested to forward same immediately to Stores Section.

MAILS

Foreign Mails

Mails for Great Britain, Transatlantic countries, Canada and the U.S.A. will, until further notice, be accepted at the General Post Office, St. John's, on Tuesdays and Thursdays up to 4 p.m. and Sundays up to 8.30 a.m.

Late fee letters will be accepted on Tuesdays and Thursdays only up to 5.15 p.m.

Air Mails

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices up to 4 p.m. on Thursday, the 21st September, and will go out by the Express on that day to Botwood. Correspondence for Great Britain will receive despatch by the Pan American Airways plane leaving Botwood on the afternoon of the 23rd September, and it is understood the plane will not go beyond Foynes. Correspondence for Canada and the U.S.A. should arrive in Montreal and New York on the afternoon of the 24th September.

Correspondence for despatch by air to Great Britain, Canada and the U.S.A. will be accepted at the General Post Office, East and West End Branch Offices, St. John's, up to 4 p.m. on Tuesday, the 26th September, and will go out by the Express on that day to Botwood. Correspondence for Great Britain should be delivered in London in the evening of the 29th September Correspondence for Canada and the U.S.A. will receive despatch by the Pan American Airways plane leaving Botwood early Thursday morning, the 28th September and arriving at New York the afternoon of the same day.

Mail for despatch by air by these services must be fully prepaid and endorsed "By air from Botwood."

CENSORSHIP

In order to provide for the rapid delivery of urgent letters at **Grand Falls** and **Corner Brook** special arrangements will be introduced forthwith and the following public notice has been issued to the Press at these two places:

SPECIAL "50c." SYSTEM FOR URGENT FOREIGN CORRESPONDENCE

I. Inward Correspondence.

Notice is hereby given of the following arrangements for the expeditious censorship of urgent correspondence from foreign (except enemy) countries:

i. The system at present applies to letters from the U.S.A. only.

ii. Persons and firms expecting urgent and important communications from a correspondent in the U.S.A. would be well advised to inform him of the "50c." system for inward letters to Newfoundland. Postage stamps of Newfoundland sent to the U.S.A. bona fide for this purpose will not be detained by the censorship.

iii. The system will apply to inward letters addressed to persons or firms in Corner Brook and Grand Falls only.

iv. A sender in the U.S.A. who desires to use the system must proceed as follows:
(a) He must affix to the top of the first page of the letter itself (not to the cover) postage stamps of Newfoundland to the value of 50 cents.
(b) He must then put the letter in a cover fully addressed in the ordinary way to his correspondent in Corner Brook or Grand Falls and add to the address (in clear bold writing)
c/o
Censor of.
Urgent Matter. (Corner Brook or Grand Falls as the case may be).
(c) He must then close the cover in the ordinary way and post it as a Registered Letter, and prepay the ordinary postage and registration fee in the usual manner.

v. It must be clearly understood that the system will only expedite the censorship of a letter, not its transmission to this country. The Post Office cannot undertake to answer enquiries as to supposed delay of letters posted abroad under this system.

II. Outward Correspondence

Notice is also given of the following arrangements for the expeditious censorship of urgent correspondence for foreign (except enemy) countries:

i. The system applies to correspondence to all foreign countries, and to Great Britain but not to Canada.

ii. The system will be in force at Corner Brook and Grand Falls only.

iii. A sender who desires to use the system should proceed as follows:
(a) He should affix Newfoundland stamps to the value of 50 cents to the cover of the letter he desires to transmit; ordinary postage is payable in addition.
(b) The letter must bear the sender's name and address on the cover.
(c) He must hand in the letter over the counter at the Post Office at Corner Brook or Grand Falls, as the case may be, at least two hours before the due despatch of the mail. It must be clearly understood that the system can only expedite the censorship of a letter, not its transmission to destination. Registration in the case of **outward** letters is not compulsory.

TELEGRAPHS

Conversation Between Offices Forbidden

The following notice was sent to all Wireless Offices on 16th September, 1939:

> "It has been brought to the attention of this Department that operators at Wireless Offices are in certain cases indulging in unnecessary conversation. The use of Wireless must be confined to absolute needs of service only. Any operator breaking this rule will be heavily punished and is liable to be summarily dismissed from the service."

This order applies with equal force to landline offices which must refrain from using the wire for social conversation, or making any unnecessary comment on affairs pertaining to the Service.

Cablegrams to Japan With Insufficient Address

The Japanese administration calls attention to numerous messages received insufficiently addressed, and in future messages can only be accepted at sender's risk.

Every effort should be made to see that messages to Japan contain proper address.

Rate to Bermuda

The Anglo-American Telegraph Co. advises as follows:—"Effective as from the 15th September the rates to Bermuda "Via Anglo" will be as follows:—

Full rate 30 cents per word.
Code rate 20 cents per word.
Deferred rate 15 cents per word.
Night letter rate $2.50 for 25 words and 10c. for each additional word.

The ten cent tax is to be added in all cases. Please correct your tariff sheet."

Free Requests for Confirmation of Delivery or for Replies to Telegrams Prohibited

Until further notice no requests for replies to telegrams or confirmation of their delivery will be made by service message.

Traffic

The total number of paid telegrams for August was 48,831, of which 3,051 were sent by the priority service. The total number for August 1938 was 46,206, of which 2,634 were sent by the priority service.

The total number of service messages for August was 7,262, as against 7,391 for August 1938.

The total number of dead head messages for August was 1,936, as against 2,078 for August 1938.

Renewed attention is called to the necessity of using the service and dead head message systems only in cases of emergency.

The public message service consisted of 10,338 words, which is equivalent to 6,890 telegrams, a decrease under August 1938 of the equivalent of 1,550 telegrams.

Errors, Delays and Failures

During the month of August there were recorded 20 errors and 7 failures.

ERRORS

Between	Topsail and Port Union	1
"	Burnt Islands and Channel	1
"	St. John's and Deer Lake	1
"	Topsail and St. John's	1
"	Campbellton and St. John's	2
"	Grand Bank and Placentia	1
"	Hermitage and Gaultois	1
"	Little Catalina and Catalina	2
"	Baie Verte and Nipper's Harbour	1
"	St. John's and Corner Brook	1
"	Burin and Placentia	1
"	Grand Falls and St. John's	1
At	St. John's	5
"	Campbellton	1

FAILURES

At	Change Islands	1
"	Corner Brook	1
"	St. John's	4
"	Gambo	1

Fines of ten cents each were imposed on Mr. W. Norman, Gambo, and Mr. A. E. Hynes, Change Islands, for failure of service.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Sevice during the month of June 1939:

	No. of Errors	No. of Orders Issued and Paid During June
Aguathuna	5	65
Badger	5	160
Buchans	9	1342
Corner Brook	5	1461
Englee	4	49
Fortune Harbour	6	89
Griquet	4	30
Hampden	6	29
Harcourt	5	35
Holyrood	4	54
Lamaline	4	81
Lewisporte	9	198
Parsons Pond	4	12
St. John's East	6	824
St. John's General	8	5308
Sandy Point	5	92

The total number of Orders issued and paid during June 1939	19178
The total number of Orders paid during June 1939	10172
	29350
Total number of errors	304
Percentage of errors	1.03
i.e. approximately 10 errors for every 1000 Orders issued and paid.	
Total number of figure errors	122
Percentage of figure errors	.41
i.e. approximately 4 errors for every 1000 orders issued and paid.	

Money Order Sterling Rates of Exchange

The following are the exchange rates in force between the 8th September and the 14th September inclusive for the issuing and paying of Money Orders to and from Great Britain and foreign countries except Canada and the U.S.A.:

Date	Issuing Rate	Paying Rate
8 September	$4.50 to the £1	$4.45 to the £1
9 September	4.45 to the £1	4.40 to the £1
11 September	4.45 to the £1	4.40 to the £1
12 September	4.50 to the £1	4.45 to the £1
13 September	4.50 to the £1	4.45 to the £1
14 September	4.50 to the £1	4.45 to the £1

Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Mount Olive, Ala. ... Numbers 1563 to 2000 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 52 of the Post Office Circular of the 11th February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 28th SEPTEMBER, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

OBITUARY

The Department regrets to announce the death on the 5th, August, 1939, of Mr. John Stone, Postmaster at Henley Hr., Labrador.

APPOINTMENTS

St. John's G.P.O. .... Mr. H. LaFosse to be Letter Carrier as from the 1st September, 1939.

Henley Hr., Labrador .... Miss Lucy Stone to be Postmistress as from the 6th August, 1939.

Hopedale, Labrador .... Rev. F. M. Grubb to be Postmaster as from the 1st July, 1939.

Buchans .... Miss Margaret McGrath to be Assistant as from the 20th September, 1939.

RETIREMENT

St. John's Head Office .... Mr. Jordan Milley, Director of Postal Services, to retire 30th September, 1939, on reaching the age limit for Civil Servants. Mr. Milley entered the service in December, 1915, as Superintendent of the Money Order Branch. In 1925 he became Postmaster at the General Post Office. In January, 1931, he was appointed Superintendent of the Money Order Branch and Postmaster at the General Post Office, and in September, 1934, he was appointed to his present position as Director of Postal Services.

PROMOTIONS

St. John's Head Office .... Mr. A. J. Ivany, Chief Accountant, to be Assistant Secretary as from the 1st October.

" " " " .... Mr. Hedley Garland, Examiner, to be Chief Accountant as from the 1st October.

" " " " .... Mr. W. Bellamy, Inspector, to be Chief Inspector as from the 1st October.

LEAVE

With reference to the notice appearing on page 579 of the Post Office Circular of the 31st August, the following telegram was sent to all offices on the 23rd September, 1939.

"Leave will be resumed soon as possible. Department endeavouring make best arrangements for all who have not yet had leave. In meantime staff should refrain from making

Payment of Reliefs

Despite repeated instructions certain Postmasters continue to certify as being correct bills which have been incorrectly prepared. Instructions have been given on pages 117, 361 and 466 as to the proper method of preparing bills. Postmasters are enjoined to read these instructions again and to make themselves thoroughly familiar with them.

It should be particularly noted that a relief engaged at a monthly rate is **not** paid at a daily rate for a part month. Payment for a part month is made on the basis indicated on page 466 of the Post Office Circular of the 2nd February, 1939, "Payment of Relief," section 1.

MAILS

Foreign Mails

Mails for Great Britain, Transatlantic countries, Canada and the U.S.A. will, until further notice, be accepted at the General Post Office, St. John's, on Tuesdays and Thursdays up to 4 P.M. and Sundays up to 8.30 A.M.

Late fee letters will be accepted on Tuesdays and Thursdays only up to 5.15 P.M.

Air Mails

The last air mails to England by the Northern route via Botwood will leave as follows:—

IMPERIAL AIRWAYS
Depart from Botwood for Foynes and Southampton, Thursday, 28th September.
Latest time of posting 4 p.m. Tuesday, the 26th September.

PAN-AMERICAN AIRWAYS
Depart from Botwood for Foynes and Southampton, Sunday, 1st October.
Latest time of posting 4 p.m. Thursday the 28th September.

"Siam"—Change of Name to "Thailand"

The staff should note that the name **"Siam"** has been changed to **"Thailand."**

Care in Assorting

A number of cases of misassorting of mail have come to notice recently showing that the staff is not taking the necessary care in assorting work, despite the instructions issued on pages 338 and 369 of the Post Office Circular of the 23rd June and the 18th August, 1938, respectively.

The misassorting of mail causes considerable inconvenience to the public by the undue delay in its delivery, and in addition reflects unfavourably on the efficiency of the Department.

Those members of the staff engaged in assorting work are enjoined to read these instructions again and to make themselves thoroughly acquainted with them.

Failure to Collect Sufficient Postage on Registered Mail Matter

The attention of Postmasters is called to the need of weighing letters and other items when tendered by the public for registration. Cases are frequently occurring of both local and foreign registered letters being received at the Registration Section, St. John's, insufficiently prepaid. In cases of local letters the usual postage of 4 cents plus 5 cents registration is affixed, whereas the item may weigh 2 or 3 ounces, the same applies to foreign items.

In future when any registered letter is received insufficiently prepaid, the amount of the deficiency will be affixed and charged against the offices concerned.

Combination Packages to the U.S.A.

The senders of samples of merchandise or printed matter through the post frequently post at the same time to the addressee a letter explaining the purpose of the samples or printed matter, and it is usually a matter of convenience to the addressee that he should receive both the samples or the printed matter and the letter at the same time. Usually, however, he receives the letter first of all and some time afterwards the sample or the printed matter, the delay in the delivery of the latter being due to the necessity for customs examination. In order to ensure that both the letter and the sample or printed matter shall be received at the same time a special service called "Combination Package Service" will be introduced forthwith and will apply for the time being only to the exchange of such packages between Newfoundland and the United States of America, that is to say, such packages may be posted in Newfoundland for delivery in the United States, or in the United States for delivery in Newfoundland.

Combination packages are made up of two parts, firmly attached together, both addressed for delivery to the same addressee and consisting of:—

(1) A sealed envelope containing a written or printed communication fully prepaid at the letter rate of postage and,

(2) An unsealed container with samples of merchandise or printed matter enclosed fully prepaid at the appropriate rate of postage.

Users of the "Combination Package Service" assume any risk there may be of the relative letters being delayed through the requirements of the Customs Department in regard to this class of mail matter.

The staff should take the opportunity of introducing this service to the notice of the public but without incurring expense thereby.

TELEGRAPHS

Local News Service

It has been observed that the Local News Service has fallen off considerably since the introduction of the Censorship regulations.

While nothing contrary to these regulations, such as the movement of shipping, should be included in the news items, social items and matters of local interest which do not contravene the Censor regulations should be sent in as formerly.

This Department and the sponsors of this programme would appreciate the continued cooperation and interest of the Post Office staff in this matter.

Cablegrams for Poland

The Department has been advised that all communication lines within Poland are interrupted and until further notice no telegraph traffic for points in Poland can be handled.

Postmasters should refuse to accept messages for Poland and advise the senders of the interruption.

A further notice will be issued when communication is again restored.

ACCOUNTING

Stolen Canadian Postal Money Order Forms Recovered

The following Canadian Money Order Forms, reported stolen in the Post Office Circular of the 10th August, 1939, have now been recovered:

Balmoral, Man. ....Nos. 5048-1801 to 5048-1823 inclusive.
Nos. 5048-1825 to 5048-2000 inclusive.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:

Saint Louis, Station 53, Mo. ....Nos. 54726 to 54800 inclusive.
Portland, Station 20, Oreg. ....Nos. 39825 to 40000 inclusive.
Buck, W. Va. ....Nos. 583, 584 and 585.

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 52 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The following are the exchange rates in force between the 15th September and 21st September, 1939, inclusive for the issuing and paying of Money Orders to and from Great Britain and foreign countries except Canada and the U.S.A.

Date	Issuing Rate	Paying Rate
15 September	$4.40 to the £1	$4.35 to the £1
16 September	4.40 to the £1	4.35 to the £1
18 September	4.50 to the £1	4.45 to the £1
19 September	4.50 to the £1	4.45 to the £1
21 September	450 to the £1	4.45 to the £1

POST OFFICE CIRCULAR.

THURSDAY, 5th. OCTOBER, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

FAREWELL MESSAGE FROM THE SECRETARY

The following message was sent to all offices Tuesday the 26th September by Mr. G. D. Frazer on his retirement as Secretary for Posts and Telegraphs in Newfoundland.

Desire take this opportunity bidding farewell to all ranks of the service. Shall take back with me to England most pleasant recollection of three happy years spent in Newfoundland. I thank you all for your constant devotion to duty, your co-operation and efficient service. Shall always think and speak highly of Newfoundland Postal and Telegraph Services and wherever I may be the welfare of Newfoundland in general and you all in particular will always be very near and dear to me. Good-bye.

G. D. FRAZER,
Secretary.

APPOINTMENTS

St. John's Operating Room .. .. Mrs. Anna J. Spracklin, to be Operator as from the 1st October, 1939.

Placentia .... Mr. Wm. A. Breen, to be Assistant as from the 1st October, 1939.

TRANSFERS

Port au Port .... Mr. Denis Ryan, Assistant at Bell Island Mines, to be Postmaster and Operator as from the 1st October, 1939.

Bell Island Mines .. .. Mr. N. Alcock, Letter Carrier at Harbour Grace, to be Assistant at Bell Island Mines, as from the 1st October, 1939.

RESIGNATIONS

Port au Bras .. .. Miss Alice C. Bennett, Postmistress and Telephone attendant, effective the 20th October, 1939. Applications close 17th October. Salary $120 per annum. Advertised locally.

St. John's Operating Room . . Miss Isabel Gibbons, Operator, effective the 31st October, 1939.

VACANCY

St. John's Operating Room .. . Applications addressed to the Secretary, Department Posts and Telegraphs will be received up to 24th October, 1939, for the position of Operator in the St. John's Operating Room.

Salary: If the applicant is a male, $700-40-900-50-1250 per annum, and if the applicant is a female $600-40-1120 per annum.

Applicants will please state name in full, date of birth, educational qualifications, departmental experience, and the names of two persons outside the Service to whom application may be made with reference to character.

The successful applicant will be required to furnish a certificate of medical fitness.

Officials already in the Service who wish to apply for this position, should do so through their immediate superior officer.

DAYLIGHT SAVINGS TIME ENDS

Postmasters will please note that in accordance with the Standard Time (Newfoundland) Act of 1935 on Midnight, Sunday the 1st October, clocks were put back one hour.

DISTRIBUTION OF MAGISTRATES

The following is a list of the Headquarters of Magistrates:—

Bell Island
Bonavista
Bonne Bay
Burgeo
Carbonear
Clarenville
Corner Brook
Ferryland
Grand Bank
Grand Falls
Greenspond
Harbour Breton
Holyrood
LaScie
Marystown
Placentia
Springdale
St. Anthony
St. George's
St. Mary's
Twillingate.

MAILS

Foreign Mails

Until further notice mails for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, East and West End Branch Offices, St. John's up to 4 p.m. Tuesdays and Thursdays, and on Sundays up to 8.30 a.m. (late fee letters will be accepted up to 4.30 p.m. on Tuesdays and Thursdays only.)

Air Mails

Owing to suspension of the Trans-Atlantic Air Mail Services of the Pan-American Airways and the Imperial Airways no further mail for despatch by air from Botwood will be accepted.

Exports and Imports Through the Post Office

Postmasters will please exhibit the following notice in a convenient and conspicuous place on the public side of their office.

NOTICE

Under the Newfoundland Foreign Exchange Control Board Regulations.

Exports and Imports Through the Post Office

Exports

1. No export licence or permit will be required for
   (a) Any parcel not exceeding $10 in value.
   (b) Personal gifts not exceeding $25 per month for any one person.
   (c) Travellers' samples.
2. In the case of all other exports through the Post Office an export licence (Form B) must be made out by the exporter and the signature of the postmaster obtained. Where no foreign exchange has been or will be received for the export, Permit D duly completed and signed by a Bank must be furnished at the same time. Form B must be obtained from the nearest Customs Officer and Form D from a Bank.

Imports.

1. No import licence or permit will be required for
   (a) Travellers' samples.
   (b) Any parcel not exceeding $10 in value.
   (c) Goods to the value not exceeding $100 imported by an individual in any one calendar month.
2. In the case of all other imports through the Post Office an import licence (Form E) must be made out by the importer and the signature of the postmaster obtained. In order to obtain the necessary foreign exchange for payment for the import, Permit F must be

completed by the importer and the signature of a Bank obtained. Form F can be obtained only from a Bank, and Form E from the nearest Customs Officer.

(Sgd.) V. CALVER,
For Foreign Exchange Control Board.

TELEGRAPHS

Emergency Night Service

The outport night service put into operation on the 4th September, as an emergency measure to facilitate urgent or emergency cables from outport offices for St. John's, after normal closing hours (page 603 of the Post Office Circular dated the 7th September, 1939), has been withdrawn as from the 30th September.

Steamer Reports

Confirming the service message to all wireless and wireless repeating offices, daily reports of coastal steamers will be resumed. For the purpose of secrecy these reports will be coded in the approved code for the period.

It must be noted, however, that the steamer reports must not be copied direct in the news book before being decoded, but on a separate sheet and written in the news book, or displayed, in its translated form.

Change Of Route

As from the 1st October, Telegrams for Baie Verte will be addressed "via Coachman's Cove" instead of Nipper's Harbour.

The connection between Burlington and Baie Verte has been discontinued as an official circuit.

M.V. "Winifred Lee"—Government Aid Vessel For Labrador Fishery

With reference to the notice appearing on page 581 of the Post Office Circular of the 3rd August, 1939, Postmasters are advised that the mail and telegraph services operated by the M.V. "Winifred Lee" ceased as from the 25th September, 1939.

Labrador Wireless Station Closes

The wireless station at Flat Island, Labrador closed for the Season, the 2nd October, 1939.

ACCOUNTING

Service Messages Not Receiving Attention

The attention of Postmasters at Telegraph Offices is directed to the necessity of replying to Check Service messages promptly.

The delay in replying to these service messages is causing considerable trouble at Head Office and greatly increases the number of unpaid messages, as in many cases a second and sometimes a third message must be sent before the first is replied to.

Serious action will be taken against any official who deliberately neglects to reply to Head Office enquiries.

Irregular Use of D.H. Telegraph Service

Despite repeated instructions given in the Post Office Circular many Postmasters continue to send Dead-Head telegraph messages for enquiries concerning the payment or repayment of money orders. This procedure must cease. In future when making enquiries as to the payment or repayment of Money Orders, Postmasters are instructed to use the mails.

The attention of Postmasters is directed to page 255 of the Post Office Circular of the 27th January, 1938

Errors In Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of July, 1939:—

	No. of Errors	No. of orders Issued and Paid During July
Buchans	7	1263
Deer Lake	4	455
Fortune Harbour	7	98
Gambo	4	202
Grand Falls	4	1222
Hampden	5	43
Harbour Buffett	4	49
Lewisporte	6	221
Little Bay	4	120
Nippers Harbour	4	93
Old Perlican	4	17
St. John's General	4	3971
Torbay	6	15
	63	7769

The total number of orders Issued during July	19,453
The total number of orders Paid during July	8,904
Total	28,357
Total number of Errors	262
Percentage of Errors	.92

i.e. approximately 9 errors for every 1000 orders issued and paid.

Total number of Figure Errors	133
Percentage of Figure Errors	.46

i.e. nearly 5 errors for every 1000 orders issued and paid.

Stolen U.S.A. Money Order Forms Recovered

The following U.S.A. Postal Money Order Forms reported stolen on pages 608 and 588 of the Post Office Circular, respectively, have now been recovered:—

Seattle, Station 33, Wash. .... Nos. 25483 to 25600 inclusive.
Seattle, Station 44, Wash. .... Nos. 21022 to 21200 inclusive.

Money Order Sterling Rates Of Exchange

The following are the exchange rates in force between the 22nd September and the 28th September inclusive for the issuing and paying of Money Orders to and from Great Britain and foreign countries except Canada and the U.S.A.

Date	Issuing Rate	Paying Rate
22nd. September	$4.50 to the £1	$4.45 to the £1
23rd. September	4.50 to the £1	4.45 to the £1
25th. September	4.50 to the £1	4.45 to the £1
26th. September	4.50 to the £1	4.45 to the £1
27th. September	4.50 to the £1	4.45 to the £1
28th. September	4.50 to the £1	4.45 to the £1

POST OFFICE CIRCULAR.

THURSDAY, 12th OCTOBER, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

SAVINGS BANK POST OFFICES

The following Savings Bank Post Offices were opened on the dates shewn:

St. Anthony,	25th August
Corner Brook,	28th August
Deer Lake,	1st September
Placentia,	5th October
Botwood,	6th October
Bishop's Falls,	7th October
Bay Roberts,	9th October
Hr. Grace.	9th October.

PROMOTIONS

St. John's Head Office . Mr. J. S. Pearce, Assorter in the St. John's G.P.O., to be Grade III Clerk in the Head Office as from the 1st October, 1939.

RESIGNATIONS

Charles Brook ... ... Mrs. Asenath G. Hutchings, effective the 30th November, 1939.

OFFICE CLOSED

Charles Brook ... . The Post Office at Charles Brook will close as from the 30th November, 1939. After that date all mail for Charles Brook will be assorted on Laurenceton which will be the nearest office for Postal Money Order and Telegraph business.

Semi Annual Statistics

The Semi-annual Statistics will be taken in November, commencing on the 1st and ending on the 30th. The statistical forms have been mailed to all offices.

Postmasters will note that whereas on the Monthly Traffic Report the record of Dutiable Parcels only is taken, in the semi-annual statistics Foreign non-dutiable parcels, on form 1213, as well as Dutiable parcels, on form 1212, are accounted for. In the Monthly Traffic report the Telegraph and Phonotelegram cash are City Receipts only; the semi-annual statistics provide for the entering of the gross Telegraph and Phonotelegram cash.

Instructions governing the semi-annual statistics are contained in P.O. Circular dated 9th March, 1939, and circulars of previous dates. Monthly Traffic Report instructions will be found in P.O. Circulars dated 13th July, 27th July and 31st August, 1939.

CENSORSHIP

Addressing of Mail During Period of Censorship

The following notice was sent to all offices in the Public Despatch of the 7th October:

NOTICE

"The public are reminded that the name and address of the sender should be shown on the back or the upper left hand corner of every letter posted. This is particularly necessary since the introduction of Censorship. All letters not bearing the return address of the sender are liable to be delayed."

Postmasters should bring this matter to the attention of the public and endeavour, in so far as they are able, to see that all letters posted bear the name and address of the sender on the back or in the upper left hand corner of the envelope. The notice should be copied on a piece of plain paper and posted in the lobby and should be renewed when it becomes dirty.

Information Re Censorship Not to be Divulged

All officials are reminded that no information regarding Censorship of mails or the class of mails which are being Censored is to be divulged to any member of the public. Any official who divulges such information will be severely disciplined and will render himself liable to prosecution under the Official Secrets Act.

Steamer Reports

The following instruction was sent by telegraph to all offices on the 7th October, 1939, by the Acting Chief Censor:

"No telegram which gives information as to the location of a ship on any specified date or as to the date of sailing or arrival of any ship should be accepted for transmission except on the most urgent business. Whenever telegrams of this kind are handed in the sender should be asked to delete date of sailing or other information which can give location of a ship at any time. If Operator is not satisfied that it is a matter of extreme urgency that the messages be sent he should refuse to transmit it. Messages may be altered by sender at Operator's request where necessary, for example, as follows:— "Send freight by Sagona leaving 17th" could be made to read: "Send freight by Sagona next sailing." "Will arrive by Glencoe on 17th" could be made to read: "Will arrive by Glencoe." Time of arrival is obtainable from Post Office. Messages giving movements of Government Coastal boats should not be sent by or delivered to private parties but this information will be sent to offices and can be given verbally on enquiry at any office. Messages to schooners or any shipping other than Government boats which parties having business with the ship or its cargo or passengers, desire to send and which operators decide are urgent and cannot be changed to conceal information as to the position of ship, must be sent in code and decoded for delivery in accordance with instructions previously sent.

The last paragraph of the foregoing instructions is for Wireless Telegraph Business only."

Operators at Head Repeating Offices and Sub-Repeating Offices should immediately report to Head Office any infringement of the above emergency regulations.

MAILS

Mail Services Suspended

Postmasters are advised of the following suspensions in Mail Services:

Poland—All mail services suspended until further notice.

Norway—Direct Parcel Post service from Canada to Norway suspended until further notice.

Christmas Parcel Mails for Abroad (Via Great Britain)

Parcels for the countries indicated below and intended for delivery by Christmas, must be posted in time for despatch from St. John's to England not later than the following dates:—

	COUNTRY
25th October	Australia, Burma, Dutch East Indies, Gold Coast Colony, Iran, Iraq, Kenya and Uganda, New Zealand, Nigeria, Straits Settlements, Tanganyika, Zanzibar.
12th November	Aden, Ceylon, Cyprus, Egypt, India, Palestine, Sierra Leone, South Africa, Rhodesia Northern and Southern (mark via Capetown), Sudan, Syria.
29th November	Great Britain and European countries, Gibraltar, Malta, Morocco (British Agencies).

Parcels posted in the Outports for the above destinations should arrive in St. John's at least one day before the above mentioned dates.

The latest dates for posting parcels for Canada, the U.S.A. and other American countries will be advised in due course.

Postmasters should copy the above notice neatly in ink, if a typewriter is not available, and exhibit it in a prominent place on the public side of the office.

Foreign Mails

Mails for Great Britain, Transatlantic countries, Canada and the U.S.A. will, until further notice, be accepted at the General Post Office, St. John's, on Tuesdays and Thursdays up to 4 P.M. and on Sundays up to 8.30 A.M.

Late fee letters will be accepted on Tuesdays and Thursdays only up to 5.15 P.M.

TELEGRAPHS

Secrecy

The staff of the Posts and Telegraphs Department is reminded of the necessity of observing the strictest secrecy in regard to any information which may come to their notice in the course of their official duty.

The divulgence of any such information is an offence against the official Secrets Act and a violation of the Oath or Declaration made on entering the Service.

Telegrams to Shew Full Name and Address of Sender

The name and address of the sender of every telegram must in future be inserted in full for reference in the space provided on the telegram form.

Telegrams without the name and address must be refused.

ACCOUNTING

Non-Payment of Telegraphed Orders

Many Postmasters are holding unpaid Telegraph Money Orders and apparently taking no steps to have payment effected. The following procedure must be observed when dealing with Telegraph Money Orders:—

Upon receipt of a telegraph Money Order the Postmaster will notify the payee by form No. 1286. If payment is not applied for in a reasonable time the Postmaster will send a second notice and if still outstanding on the expiration of one month the Postmaster will notify the issuing office of non-payment who will then make enquiries from the remitter as to the disposal of the Order.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported as stolen:

Hillpoint, Wis. ....Nos. 35206 to 35400 inclusive.
Veteran, Wyo. ....Nos. 17907 to 18000 inclusive.

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 52 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rates of Exchange

The following are the exchange rates between the 29th September and the 5th October inclusive for the issuing and paying of Money Orders to and from Great Britain and foreign countries except Canada and the U.S.A.

Date	Issuing Rate	Paying Rate
29th September	$4.50 to the £1	$4.45 to the £1
30th September	4.50 to the £1	4.45 to the £1
2nd October	4.50 to the £1	4.45 to the £1
3rd October	4.50 to the £1	4.45 to the £1
4th October	4.50 to the £1	4.45 to the £1
5th October	4.50 to the £1	4.45 to the £1

POST OFFICE CIRCULAR.

THURSDAY, 19th OCTOBER, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENT

Woodfords .....Mrs. Bessie Crawley to be Postmistress as from the 1st November, 1939.

NEW OFFICE

Woodfords .....As from the 1st November, 1939, a Post Office will be opened at Woodfords. Postal business only will be transacted. The nearest office for Telegraph and Money Order business will be Harbour Main.

STATISTICS

Mail Bag Reports, Form No. 1332

Postmasters will please note that Mail Bag Reports (Form number 1332) which are forwarded monthly should in future be addressed to the Assistant Secretary, General Post Office, St. John's, and not to the Director of Postal Services or the Statistical Clerk.

CENSORSHIP

Newspapers and Periodicals

Postmasters are again reminded that owing to the introduction of Censorship newspapers and periodicals addressed to persons abroad cannot be accepted for transmission through the post unless they are mailed by a Publisher or Distributor who has been given a permit by the Secretary to the Department of Posts and Telegraphs. These permits must be shown to the Receiving Clerk when the papers are posted.

Parcels

In order to avoid delay in transmission of parcels through the post the following regulations in connection with the posting of parcels have been introduced:

1. Parcels addressed to Newfoundland, Canada, Great Britain or any part of the British Empire, except the Irish Free State, may be posted in the regular manner.
2. Parcels addressed to the Irish Free State, (Eire), the U.S.A. and all foreign countries should be brought to the Post Office by the sender unsealed. These parcels should then be examined by the P.M. in order to make sure that no written communications are enclosed. If no written communication is enclosed the parcel should be passed back to the sender to be sealed and posted in the normal manner. If a letter or other written communication is enclosed in the parcel the sender should be advised that it is contrary to regulations to enclose a letter in a parcel. The letter should be given to him to be mailed separately if he desires to do so and the parcel may then be sealed and posted in the normal manner. The sender should write on the wrapper "I certify that no written communication is contained in this Parcel ....." and sign it and the P.M. should add a note: "Examined" and sign it. "..... P.M."

Letters

Language in Which Letters May Be Written

All letters should be written either in the English language or in the language of the country to which they are addressed. In the case of letters addressed to any part of the American Continent despatch would be facilitated greatly if they were written in English. All letters addressed to the U.S.A. must be written in English.

Addressing of Mail

The attention of Postmasters is again drawn to the notice which was sent to all offices in the Public Despatch of the 7th October and which appeared on page 622 of the Post Office Circular of the 12th October. A large number of letters posted since the issue of this notice have been received without the return address of the sender. It is appreciated that in the case of ordinary letters it is not always possible for Postmasters to insist that the return address be shown as a large percentage of such letters are dropped in a letter box without being seen by the P.M. This does not, however, apply in the case of registered letters which must be passed to the Postmaster or to some official in the office. Before accepting a letter to be registered the Postmaster should insist that the return address of the sender be shown on the cover.

MAILS

Foreign Mails

Until further notice the hours of acceptance for mail for despatch from St. John's by express will be as follows:

Tuesdays and Thursdays	
Newfoundland and Canada	4.00 p.m.
Late Fee Letters	5.15 p.m.
U.S.A., Great Britain and foreign countries generally	4.00 p.m.
Late Fee Letters	Not accepted.
Sundays	
Newfoundland and Canada	8.30 a.m.
Late fee letters (posted at Railway Station)	9.50 a.m.
U.S.A., Great Britain and foreign countries generally	10.00 p.m. previous Saturday
Late fee letters	Not accepted.

Air Mails

There will be no further despatches of mail by air from Botwood for this season. Air mail correspondence for American countries generally fully prepaid in accordance with the rates given on page 583 of the Post Office Circular will be accepted and forwarded to New York by surface means for despatch from New York by the Air Services of the Foreign Air Mail Services.

Air Mail correspondence for Transatlantic countries may also be accepted. This correspondence will be forwarded by surface means to New York and will be despatched from there by the Southern Route of the Pan American Airways to Lisbon, Portugal, and from there to its destination. The appropriate rates of postage will be 30 cents per half ounce plus the ordinary postage to the office of destination.

TELEGRAPHS

Traffic

The total number of paid telegrams for September was 47,624, of which 3,387 were sent by the Priority Service. The total number for September 1938 was 43,241, of which 2,075 were sent by the Priority Service.

The total number of service messages for September was 6,828, as against 6,817 for September, 1938.

The total number of dead head messages for September was 1,641, as against 1,578 for September, 1938.

Renewed attention is drawn to the necessity for using the service and dead head message systems only in cases of emergency.

The public message service consisted of 8,744 words, which is equivalent to 5,830 telegrams, a decrease under September 1938 of the equivalent of 2,270 telegrams.

Errors, Delays and Failures

During the month of August there were recorded 11 errors, 1 delay and 4 failures.

ERRORS

Between	Grand Bank and Placentia	3
"	Springdale and Little Bay Islands	1
"	St. John's and Deer Lake	1
"	Channel and Deer Lake	1
"	St. John's and Topsail	1
"	Topsail and Port Union	1
"	Campbellton and St. John's	1
"	Curling and Deer Lake	1
At	St. John's	1
"	Campbellton	1

DELAYS

At	St. John's	1

FAILURES

Between	Little Bay and Jackson's Cove	1
At	St. John's	2
"	Burin	1

The responsibility for the two failures at St. John's could not be placed.

Fines of ten cents each were imposed on Mr. Vallis, Burin; Mr. J. Flynn, Little Bay; and Mr. C. R. Newhook, Jackson's Cove, for failure of service.

Fines of ten cents each were imposed on Mr. J. Penwell, Grand Bank; and Mr. C. D. B Knight, Placentia, for error in figures.

ACCOUNTING

Return of Duty Parcels

The attention of Postmasters is directed to the instructions appearing on page 159 of the Post Office Circular of the 19th August, 1937, with reference to the return of Duty Parcels.

> "When the parcel cannot be delivered and is returned to the General Post Office, St. John's, for subsequent return to the sender or redirection to the addressee in another country the Postmaster should himself prepare Form No. 1005, fill in all particulars and certify it. He should then enclose it in envelope No. 1006, attach the envelope firmly to the parcel and **RETURN IT AS A REGISTERED ITEM.**"

Radio Licence Collection

The attention of Postmasters is drawn to the following appearing on page 587 of the Post Office Circular of the 10th August, 1939:

> "Postmasters must arrange to finalize Radio Licence collection by 30th September."

There are still some Postmasters who have not complied with this instruction. They should do so immediately.

Stamp Requisitions to be on Proper Form

The attention of Postmasters is drawn to the irregular practice of ordering stamps by Telegraph.

Form No. 1043A has been supplied to Postmasters for this purpose and must be used for ordering stamps when required.

It is also noted that some Postmasters neglect to fill in the name of the Account for which the cash sent in is intended on the remittance forms.

Postage Due Stamps

Postmasters are advised that if any person asks for unused postage due stamps for collections they may sell them. Under no circumstances are they to be used for the prepayment of postage.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of August, 1939:

Office	No. of Errors	No. of Orders Issued and Paid During August
Aguathuna	4	74
Badger	4	188
Buchans	8	1355
Burlington	4	165
Chance Cove East	11	18
Clarenville	4	149
Fortune Harbour	9	94
Glovertown	5	98
Holyrood	4	35
Lewisporte	5	250
Millertown	5	225
St. George's	4	214
St. John's General	4	3623
Torbay	4	6
Twillingate	6	261
	81	6755

The total number of Orders issued during August	18,575
The total number of Orders paid during August	8,887
Total	27,462

Total number of errors	269
Percentage of errors	.97

i.e. nearly 10 errors for every 1,000 Orders issued and paid.

Total number of figure errors	106
Percentage of figure errors	.38

i.e. nearly 4 errors for every 1,000 Orders issued and paid.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:

Macy, Ind.	Nos. 93001-96000 inclusive
Ida, La.	Nos. 95228-95400 inclusive
Sheffield, Tex.	Nos. 32793-32800 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January 1937, and page 52 of the Post Office Circular of the 11th February 1937.

Money Order Sterling Rate of Exchange

The exchange rate used for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., for the period 29th September to 5th October 1939 inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 26th OCTOBER, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

SAVINGS BANK

Savings Bank Post Offices have been opened at the following Post Offices on the dates shown:

Carbonear	16th October
Grand Falls	16th October
Heart's Content	16th October
Topsail	16th October
Windsor	16th October
Badger	18th October
Buchans	20th October

APPOINTMENT

Port au Bras ..... Miss Irene Bennett to be Postmistress and Telephone Attendant as from the 23rd October, 1939.

CENSORSHIP

Consignee Mail

The following notice was telegraphed to all offices on the South West Coast and Placentia Bay by the Assistant Censor on the 23rd October, 1939:

> "Owing to censorship regulations in Canada and the British West Indies, consignee mail cannot be accepted by Steamship Companies unless it bears postage stamps at the letter rate of postage In order to avoid inconvenience to shippers on the South West Coast, an arrangement has been made whereby stamps on consignee mail can be cancelled by the Purser on the S.S. Portia. All persons or firms wishing to send consignee mail by S.S. Portia should deliver it to the Purser in an envelope stamped and addressed. Only consignee mail will be accepted by the Purser. Please notify all Exporters in your vicinity."

BILLS

All bills forwarded to the Department for payment must be certified by the official in charge of the office. In some cases bills are certified in the following manner:—"O.K. P.M." Such a certification will not be accepted. The correct manner is:

"Certified correct

.....

Signature of official in charge."

MAILS

Change in Main Line Schedules

Effective the 7th November the following railway schedule will be in force up to 31st December, 1939:—

No. 1. Leave St. John's 6 p.m. Tuesdays and Thursdays.
Arrive Port aux Basques 8.30 p.m. Wednesdays and Fridays.
No. 2. Leave Port aux Basques 7.45 a.m. Sundays and Fridays.
Arrive St. John's 9.45 a.m. Mondays and Saturdays.
No. 3. Leave St. John's 6 p.m. Sundays instead of 10 a.m. Sundays.
Arrive Port aux Basques 8.30 p.m. Mondays instead of 8.45 a.m. Mondays.
No. 4. Leave Port aux Basques 7.45 a.m. Wednesdays instead of 7.30 p.m. Tuesdays
Arrive St. John's 9.45 a.m. Thursdays instead of 6 pm. Wednesdays.

Postmasters will please notify Couriers.

Effective Monday, the 1st January, 1940. Trains will leave St. John's 5 p.m. Mondays and Thursdays, arriving in Port aux Basques 8 p.m. Tuesdays and Fridays.

Trains will leave Port aux Basques 6 p.m. Sundays and Thursdays and arrive at St. John's 10 p.m. Mondays and Fridays.

Date Stamping of Mail

The following instructions appeared on Page 550 of the Post Office Circular of the 8th June, 1939:

> "Complaint has been made that certain officials are in the habit of cancelling Postage Stamps with rubber hand stamps and coloured inks. This practice is wrong and must be discontinued forthwith. The complaint also mentions that there is considerable carelessness in date stamping at many offices, with the result that stamps are spoiled from the collector's point of view.
>
> "Official steel stamps, black stamp pad ink and rubber mats are supplied to all offices. Postmasters must take steps to see that these stamps are used for all mail, and the rubber mat should be placed under the mail being obliterated to ensure a clear impression of the date stamp. Steel stamps must be kept clean in the manner laid down on Page 434 of the Post Office Circular."

Despite this instruction, several cases have come to light recently of Postmasters cancelling Postage Stamps with coloured inks. Postmasters are advised that if further cases of this nature come to light disciplinary action will be taken against the offenders.

It has also been brought to notice that some Postmasters neglect to change the date in the office date stamp daily, and in some cases neglect to insert the date type in the date stamp before using it. Postmasters are now instructed to change their date stamps daily and before using them to make sure that the correct date type has been used.

Foreign Advice of Reception Cards

With further reference to the notice appearing on Page 458 of the Post Office Circular of the 19th January, 1939, under the above heading, Postmasters are reminded that advice of reception cards received from foreign administrations are to be returned to the office from which they are received by ordinary mail. These cards are not to be enclosed in envelopes before mailing but forwarded through the mail in the same manner as an ordinary post card.

Forwarding of Money By Mail

On Page 469 of the Post Office Circular of the 9th February, 1939, a notice was published covering the regulations for the transfer of money by mail. This notice was to have been exhibited on the public side of the Post Office. It has been reported that in several instances coin

and/or bank notes have been enclosed in ordinary letters or parcels and tendered for transmission through the mail as ordinary items only. Postmasters are advised to take all possible precautions to guard against a recurrence of this irregular procedure. Postmasters should renew the notice on Page 469 as soon as it becomes dirty.

Correspondence from Members of H. M. Army and Airforce Serving in the Field

During the course of the present war this administration has agreed to accept and deliver free of any sur-tax any unpaid or insufficiently prepaid correspondence posted by members of H.M. Army or Airforce serving in the Field coming into this country for delivery. Care should be taken, however, that this privilege is not abused. Such correspondence may be recognized by the date stamp impression of a Field Post Office or other Army Post Office. All other unpaid or insufficiently prepaid correspondence must be treated in the normal manner.

Christmas Mails for Abroad

Latest posting dates at the St. John's General Post Office for delivery on or before Sunday, 24th December, 1939:

1. **UNITED STATES**

   (a) CENTRAL AND WESTERN STATES.
   Parcels, 6 p.m. Thursday, 23rd November.
   Letters, Cards, etc., 9 p.m. Saturday, 9th December.

   (b) EASTERN STATES
   Parcels, 10 a.m. Thursday, 7th December.
   Letters, Cards, etc., noon Tuesday, 12th December.

2. **CANADA**

   (a) WESTERN PROVINCES
   Parcels, 10 a.m. Thursday, 7th December.
   Letters, Cards, etc., 9 p.m. Saturday, 9th December.

   (b) OTHER PROVINCES
   Parcels, 11 a.m. Thursday, 7th December.
   Letters, Cards, etc., noon Tuesday, 12th December.

3. **SOUTH AMERICAN COUNTRIES**
   Correspondence and Parcels 11 a.m. Saturday, 18th November.

In the event of serious interference with train and steamer services as a result of unfavourable weather conditions, mail posted "in time" on the basis of the above schedule may not actually be delivered until after the 25th December.

A notice respecting dates for "in time" delivery in Newfoundland before 24th December, will be published later.

Postmasters should note that mail for points listed above should be in St. John's on or before the dates named, and the latest posting dates should be exhibited on the public side of their offices.

ACCOUNTING

Money Orders for the U. S. A.

The following was sent to all Money Order offices on the 20th and 21st October, 1939:

"On October 21st, 1939, the issue of Money Orders on the United States will be

"The exchange rate to be used for issuing is 12 per cent in addition to the normal commission as shown on exchange tables. United States Orders on Newfoundland are to be paid at face value only.

"For Accounting purposes the issue sheets are to be written up as usual but Exchange on U.S.A. Orders must not be included with Commission, but must be entered under column 12 which should be headed "Exchange." A separate entry must also be made on Report Form No. 1018, any available space on the charges side being used for this purpose. The Exchange will of course be included in remittances to Bank with other charges.

"The maximum amount of a single Money Order on U.S.A. is ten dollars and not more than one hundred dollars can be issued to any one individual within one month. A strict check must be kept on purchases to see that this regulation is not abused."

The attention of Postmasters is directed in the last paragraph of the above notice, regarding the maximum amount of money orders permitted to one individual in any one month. It should be clearly understood that not more than one Order for ten dollars can be purchased within one day by any one person.

STOLEN CANADIAN POSTAL MONEY ORDER FORMS

The following Canadian Postal Money Order Forms have been reported stolen:—

Moosonee, Ont. ..... Nos. 3715-06479 and 3715-06480

The above Orders if presented at Newfoundland office must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 58 of the Circular of 11th February, 1937.

MONEY ORDER STERLING RATE OF EXCHANGE

The exchange rate used for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. for the period 6th-19th of October inclusive was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 2nd NOVEMBER, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

SAVINGS BANKS

Saving Bank Post Offices have been opened at the following Post Offices on the dates shown:

Springdale	25th October
Little Bay Islands	28th October

RESIGNATIONS

New Bonaventure ..... Miss Susan Miller, Postmistress and Telephone Attendant, effective 15th December, 1939. Salary $120. per annum. Applications close 30th November, 1939. Advertised locally.

Charleston ..... Mrs. E. Quinton, Postmistress and Telephone Attendant, effective 30th November, 1939. Applications close 21st November, 1939. Salary $84 per annum. Advertised locally.

BILLS

The following instruction regarding the preparation of bills for payment appeared on Page 240 of the Post Office Circular of the 30th December, 1937:—

> "No Postmaster should make out a bill in his own handwriting for another person. The bill against the Department must be handed to the Postmaster for examination and his signature will verify its correctness. It must then be mailed by the payee properly prepared."

And the following instruction appeared on Page 385 of the Post Office Circular of the 15th Septmeber, 1939:—

> "Postmasters should make sure when forwarding bills to the Department for payment that the address of the person to whom payment is to be made is clearly shown This will avoid undue delay and settlement of the account."

There is reason to believe that Postmasters are not following out these instructions properly In several instances bills have been received on which the name of the payee and/or the payee's address is illegible. This results in unnecessary correspondence between Head Office and the Postmaster to ascertain to whom payment is to be made and the address in certain cases. Also bills against the Department have been forwarded on the Department's official bill heads. This is contrary to regulations, as bills are personal communications. They must be prepared by the payee

In offices where electric lights are used, Postmasters must take care that they check the meter readings shown on the bills for payment. Two cases have recently come to notice where the cost of electric light for one month has been more than double that of the previous month for no apparent reason. Where meters are installed Postmasters are advised to check on their meters when they know that no power is being used to see whether or not the meter is creeping. This will be evident by looking at the bright aluminium disc which should be stationary when no power is being used. If it is found that this disc is revolving while all lights and other power outlets are not in use the supply company should be asked to come and check up.

STATISTICS

The following telegraph service to all offices from the Assistant Secretary was sent on Tuesday, October 31st:—

> "Postmasters are reminded that commencing to-morrow, Wednesday, November 1st, and continuing throughout the month of November, statistics are to be taken of all classes of Post and Telegraph work stop Statistical instructions are referred to in Post Office Circular dated October 12th."

CORRESPONDENCE WITH OTHER DEPARTMENTS

It has recently come to notice that officials of this Department have been corresponding with the Heads of other Departments with respect to salaries and other matters.

This is contrary to regulations. In all cases when a subordinate official desires to communicate with any other Government Department on any matter whatsoever all correspondence should be forwarded to the Head of his Department, who will pass it to the Secretary to be forwarded to the Department concerned. In the same way subordinate officials at outport Post Offices are forbidden to have direct communication with Head Office. All correspondence in this case including applications for vacancies must be forwarded through the Postmaster or official in charge.

DATE STAMPING OF CORRESPONDENCE

Outport officials are instructed to place in the upper right hand corner of all correspondence, from their office to Head Office, a clear impression of the date stamp of their office. Particular care must be taken to see that all account records forwarded to the Accounts Branch carry this impression.

MAILS

Until further notice the hours of acceptance of mail for despatch from St. John's by Express will be as follows:—

Tuesdays, Thursdays and Sundays.

Newfoundland, Canada, U.S.A., Great Britain and all foreign countries, 4 p.m.

Late fee letters Tuesdays and Thursdays at the General Post Office, 5.15 p.m.

Late fee letters Sundays (posted on mail car at railway station) 5.50 p.m.

TELEGRAPHS

Certificates of Proficiency

The undermentioned candidates have successfully passed the examination for certificate of proficiency in Radio Telegraphy. Other lists appear on pages 34, 40, 68, 294, 315, 495 and 538 of the Post Office Circular.

1st Class:	Geo. Bradbury	Bay Roberts
	P. Fleming	Harbour Grace
	J. Robertson	St. John's
	A. H. Stone	Port Blandford
2nd Class:	Wm. Jos. Piercey	St. John's
	Eric G. Wicks	Valleyfield

Storage Batteries and Delco Chargers

The attention of all offices, at which storage batteries and Delco chargers have been installed, is again directed to Pages 207 and 208 of the Post Office Circular of the 11th November, 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leave the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that the oil in the base of the engine is changed as set forth in the instruction book and that the engine is never started without first making sure that the base is full of oil.

Failure to carry out these instructions will result in disciplinary action being taken against the official at fault.

Labrador Seasonal Wireless Offices Closed

The following Labrador Seasonal Wireless Offices closed on the dates shown:—

Grady	20th October
Smokey	24th October
Domino	25th October
Hawk's Harbour	29th October

ACCOUNTING

Stolen U. S. A. Postal Money Order Forms

The following U. S. A. Postal Money Order Forms have been reported stolen:—

Indianapolis Station 5 Ind.	Nos. 45454- 45600 inclusive
Burt, Iowa	Nos. 120711-120800 inclusive

The above Orders if presented at a Newfoundland office must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937

11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. for the period 20th to 26th October, 1939, inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, NOVEMBER 9, 1939

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE SECRETARY

Major J. Haig-Smith, O.B.E., of the British Post Office, took over the duties of Secretary to this Department on Saturday the 4th November, succeeding Mr. G. D. Frazer who has returned to England.

Mr. Frazer relinquished his duties on the 26th September and since that time Mr. A. J. Ivany has been Acting Secretary.

Savings Bank Post Offices

Savings Bank Post Offices have been opened at the following Post Offices on the dates shewn:

Bonavista,	1st November,	Campbellton,	3rd November,
Clarenville,	1st November,	King's Cove,	6th November,
Catalina,	2nd November,	Trinity,	6th November.

RETIREMENT

St. John's Telegraph Delivery — Mr. K. Lawlor, Messenger, retired 31st October on reaching the age limit for Messengers.

MAILS

Cessation of Summer and Commencement of Winter Courier Services

Postmasters at the offices affected should note the cessation of Summer Courier Services and the commencement of Winter services as indicated below:

ROUTE 1

Summer Service to Cease

(a) Holyrood to Colinet; (b) Salmonier to St. Mary's.
The last trip will be made over both these routes on Thursday, the 30th November.

Winter Service to Commence

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet.
The first trip will be made on Tuesday, the 5th December, and every Tuesday and Thursday thereafter until further notice.

ROUTE 2

Summer Service to Cease

(a) Heart's Content to Whitbourne.
The last trip will be made Monday, 27th November.
(b) Heart's Content to Carbonear; (c) Heart's Content to Brownsdale.
The last trip will be on Thursday the 30th November.

Winter Service to Commence

(a) Whitbourne to Green's Hr.; (b) Green's Hr. to Heart's Content.
The first trip will be made on Friday, the 1st December and every Wednesday and Friday thereafter until further notice.
(c) Heart's Content to Carbonear.
The first trip will be made on Monday the 4th December and every Monday and Thursday thereafter until further notice.
(d) Heart's Content to Brownsdale.
The first trip will be made on Tuesday the 5th December and every Tuesday and Friday thereafter until further notice.

ROUTE 3

Summer Service to Cease

(a) Carbonear to Grate's Cove.
The last trip will be made on Thursday the 30th November.

Winter Service to Commence

(a) Carbonear to Ochre Pit Cove; (b) Old Perlican to Ochre Pit Cove; (c) Grates Cove to Old Perlican.
The first trip will be made on Monday the 4th December and every Monday and Thursday thereafter until further notice.

ROUTE 4

Summer Service to Cease

(a) Whitbourne to Bellevue.
The last trip will be made on Wednesday the 29th November.

Winter Service to Commence

(a) Norman's Cove to Railway; (b) Bellevue to Railway.
The first trip will be made on Friday the 1st December and every Friday thereafter until further notice.

ROUTE 5

Summer Service to Cease

(a) Clarenville to Hickman's Hr.
The last trip will be made on Wednesday the 29th November.
(b) Milton to Thoroughfare; (c) Thoroughfare to Deer Hr.
The last trip will be made on Thursday the 30th November.

Winter Service to Commence

(a) Clarenville to Britannia; (b) Britannia to Deer Hr.
The first trip will be made on Monday the 4th December and every Monday thereafter until further notice.
(c) Milton to Burgoynes Cove.
The first trip will be made on Thursday, the 7th December, and every Thursday thereafter until further notice.
Effective from Sunday the 3rd December, all mails for Britannia, Thoroughfare and Deer Harbour will be despatched via Clarenville and not via Milton.

ROUTE 6

Summer Service to Cease

(a) Keels to Port Rexton.
The last trip will be made as advised.

Winter Service to Commence

(a) King's Cove to Plate Cove; (b) King's Cove to Keels.
The first trip will be made as advised.

Fraudulent Use of Postage Stamps Already Used

Several cases have come to notice recently of letters having been stamped with stamps previously used and passed through the mails. Postmasters are reminded that this is an offence against the Postal Telegraph Act and is punishable by a fine not exceeding forty dollars for each offence. (See page 277 of the Post Office Circular).

Postmasters are urged to make sure that the stamps have not been previously used. If the postmaster is sure beyond doubt that the stamp was previously used he should forward the article with a full report to the Secretary. When there is any doubt regarding the validity of the stamp it should be allowed to pass.

Postmasters will please copy the following notice neatly in ink if a typewriter is not available and exhibit it on the public side of ther office.

NOTICE

Fraudulent Use of Postage Stamps Already Used

The attention of the Public is called to the following extract relating to the Postal and Telegraph Services from the Consolidated Statutes of 1916, Chap. 35, Section 88:

"Every person who uses or attempts to use in prepayment of postage on any letter or mailable matter posted in Newfoundland, any postage stamp which has been before used for a like purpose, or who uses or attempts to use for the purpose of transmission by or through the

post, any post card or stamped envelope or stamped post band or wrapper which has been before used for a like purpose, shall incur a penalty not exceeding forty dollars for every such offence . . . ."

Postage Rates

Letters and Cards Within Newfoundland:

For Town Delivery—Letters 2c. per ounce; Post Cards 1c. each.

For Delivery in Newfoundland—Letters 4c. for first ounce 2c. each additional ounce or fraction thereof. Post Cards 2c. each.

Christmas Cards in unsealed envelopes for delivery in Newfoundland or abroad 1c. for each two ounces or fraction thereof.

Letters and Post Cards Outside Newfoundland

To U.S.A., Canada and British Empire, including Egypt and India—Letters 5c. first ounce and 3c. each additional ounce or fraction thereof. Post Cards 3c. each.

All other countries—Letters 7c. first ounce and 4c. each additional ounce or fraction thereof. Post Cards 3c. each.

Registration fee within Newfoundland 5c. to British Empire and Foreign countries 10c.

Local and Foreign Despatch by Express

Until further notice correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 4 p.m. on Thursdays, Sundays and Tuesdays.

Late fee letters at the General Post Office up to 5.15 p.m. on Thursdays and Tuesdays and on the mail car at the Railway Station up to 5.50 p.m. on Thursdays, Sundays and Tuesdays.

TELEGRAPHS

Telegrams for North Sydney

A complaint from North Sydney states that telegrams are being received from this system addressed 'N. Sydney" instead of North Sydney and in some cases the first part of the name, "NORTH," is dropped altogether, resulting in the telegram being misrouted to Sydney, causing serious delay in delivery. The whole name, 'NORTH SYDNEY," should be written out and transmitted in full to avoid confusion and delay in future.

Reduced Rate on GLT Messages Via Imperial

Effective as from the 1st November the GLT rate with Great Britain and Eire is reduced to one third the ordinary rate, i.e., 6 cents per word with a minimum of 72 cents for twelve words. To other Empire points the rate remains at 10 cents per word with a minimum of $1.20.

The conditions for the GLT service, except for the reduction in charges to Great Britain and Eire, will be as set out on page 527 of the Post Office Circular dated the 27th April, 1939.

Cable and Wireless Ltd. have discontinued the XLT service over Imperial connections to British Empire countries except Canada, India and Burma, and replaced it by the GLT Service.

It should be noted that the indicator GLT is not charged for. The check for a telegram of minimum length would be thirteen words although only twelve words are chargeable.

Seasonal Labrador Wireless Office Closed

The wireless station at Fishing Ships Harbour closed for the season the 3rd November, 1939.

Nain, Labrador

A private commercial wireless station owned and operated by the Hudson's Bay Company was opened at Nain, Labrador, on October 26th.The tariff will be the same as to other Labrador stations, i.e. 55 and 4. A flat rate of 50 cents per message is collected by the Company at Nain as a retransmission charge between Nain and Cartwright, but is not shown in the accounts. All traffic for this office is retransmitted at Cartwright.

ACCOUNTING

Remitting for C.O.D. Parcels

Many Postmasters when remitting for C.O.D. Parcels enter the C.O.D. number in the space provided for remitters' names on the Money Order issue sheet. This should not be done.

The Addressee is the remitter through the Postmaster, therefore, the entry on the issue sheet should be along the same lines as that used in case of a telegraphed order. "P.M. A/C addressee's Name."

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order service during the month of September, 1939.

Office	No. of Errors	No. of orders issued and paid during September
Aguathuna	4	109
Botwood	4	390
Buchans	12	1173
Cartyville	5	105
Chance Cove East	10	19
Corner Brook	7	1452
Cow Head	5	36
Grates Cove	4	24
Hampden	4	25
Hare Bay	4	73
Humbermouth	4	95
Lewisporte	5	246
Little Bay, N.D.B.	11	83
Little Paradise	4	28
Port au Choix	6	59
Traytown	4	34
	93	3941

Total number of orders issued during September	16,872
Total number of orders paid during September	7,863
	24,735
Total number of errors	273
Percentage of errors	1.10
i.e. 11 errors in every 1000 orders issued and paid.	
Total number of Figure errors	136
Percentage of Figure errors	.54
i.e. approximately 5½ errors in every 1000 orders issued and paid.	

Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries, except Canada and the U.S.A. for the period 27th October to 2nd November, 1939, inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 16th NOVEMBER, 1939

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

FOREWORD

On assuming control of the Department of Posts and Telegraphs in Newfoundland I should like to take this opportunity to greet very cordially every member of the staff of the Department. I understand that during the past few years the efficiency of the Department has increased, the relations of the staff with both the Government and the public have become increasingly co-operative and a feeling of confidence has been engendered in the minds of the public without which our work as public servants may lose much of its effectiveness.

I look forward to a continuance of the co-operation which all members of the staff have in the past offered to my predecessors in office and I hope with your help to contribute materially to the building up in the Department of a lasting and enviable tradition of public service.

J. HAIG-SMITH,
Secretary.

POST OFFICE SAVINGS BANKS

Post Office Savings Banks Opened

A Post Office Savings Bank was opened at the Post Office at Exploits on the 7th November, 1939.

Irregular Use of Post Office Savings Bank Account Forms

Contrary to instructions regarding Post Office Savings Bank Account forms as contained in paragraph 93 A, B & C, page 26 of "Rules for the Conduct of Savings Bank Business" certain Postmasters are forwarding Account form SB18 to the Savings Bank and Deposit and Withdrawal Sheets to the Chief Accountant, G.P.O. Others are sending duplicate accounts one of each to G.P.O. and Savings Bank

The attention of Postmasters who are in doubt about the proper procedure is directed to paragraphs 92 to 95 inclusive of the instruction book quoted above; these instructions should be followed closely at all times.

Postmasters are also reminded that under no circumstances shall a deposit be accepted or a withdrawal paid unless a Post Office Savings Bank Deposit Book is presented. It is strictly forbidden to accept deposits for the Newfoundland Savings Bank. (See Important Notice following List of Savings Bank Forms.)

Strict economy must be practised in the use of all stationery intrusted to Postmasters and the registration of blank remittance forms to the "Cashier" G.P.O. as practised by a certain Postmistress shows a lack of appreciation of this regulation.

MAILS

Return of Empty Mail Bags

Renewed attention is drawn to the following notice which appeared on page 422 of the Post Office Circular of 17th November, 1938:

"There is reason to believe that Postmasters in the Outports are not carrying out the instructions which have appeared from time to time in the Post Office Circular regarding the return of empty mail bags to the General Post Office, St. John's, but are retaining at their office more than sufficient for their needs."

From an inspection of Mail Bag Reports (form No. 1332) for October, 1939, it appears that certain Postmasters are holding at their offices bags in excess of their normal needs. From now until the end of March the incidence of mails may be irregular and it is very important with Christmas approaching that all excess bags be returned immediately. A notice is being prepared for all offices advising them of the maximum number of bags they may keep on hand. Any case of this number being exceeded, as shewn by form 1332, will render the official concerned liable to disciplinary action.

Acceptance of Small Packets

The attention of the Staff is called to instructions on pages 5 and 26 of the Post Office Circular regarding the acceptance of parcels and small packets intended for places abroad. It has been observed that a number of such parcels have been received from Outport Offices without the regulation Customs Declaration Form affixed and not bearing the name and address of the sender. In some cases insured parcels bear the (R) registered stamp instead of an insured label. Also packets paid at the small packet rate have been accepted for insurance. This is contrary to postal regulations. (See page 26.) **"Small packets cannot be insured but they may be registered."**

Failure to carry out these instructions will be regarded seriously.

Christmas Mails for Newfoundland Except St. John's

The latest times of posting in St. John's of mails addressed to various parts of Newfoundland in time for delivery by Christmas are as follows:

(a) **For places on the Main Line of Railway including Bonavista Branch.**
Noon Tuesday, the 19th December.

(b) **For places on the Avalon** Peninsula.
9 A.M. Monday, 18th December, except Bell Island, which will be Noon Thursday, 21st December.

(c) **For places on the Straits of Belle Isle Route.**
By the first connection of the S.S. "NORTHERN RANGER" after the 1st December, closing date to be advertised.

(d) **For places on the S.W. Coast via S.S. "GLENCOE."**
9 P.M. Saturday, 9th December.

(e) **For places in Placentia Bay via S.S. "HOME."**
Placentia Bay, Bay Run 9 P.M. Saturday, 9th December.
Placentia Bay, West Run 9 P.M. Saturday, 16th December.

(f) **For places in N.D.B. North and South via S.S. "CLYDE."**
Noon Tuesday, 12th December.

(g) **For places on the Fogo Service via S.S. "SAGONA."**
By the first trip of the S.S. "SAGONA" after the 1st December, closing date to be advertised.

The above particulars refer to mail matter of all kinds, (Letters, Cards, Printed Papers and Parcels).

In the event of serious interference with train and steamer service as a result of unfavourable weather conditions, mail posted "In time" on the basis of the above schedule may not actually be delivered until after the 25th December.

A notice respecting posting dates for delivery in St. John's will be published later.

Early Mailing

Postmasters at offices where business firms are in the habit of sending to their clients calendars and other advertising matter at Christmas time should ask them to co-operate with the Department by posting these articles either before the Christmas rush is due to commence or to defer posting until afterwards.

In this way the efficiency of the Department will not be impaired by handling items which could wait over.

It is believed that if this were brought to the notice of the firms concerned in a tactful manner they would be glad to co-operate with the Department.

Local and Foreign Despatch by Express

Until further notice correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 4 P.M. on Thursdays, Sundays and Tuesdays, late fee letters at the General Post Office up to 5.15 P.M. on Thursdays and Tuesdays and on the Mail Car at the Railway Station up to 5.50 P.M. on Thursdays, Sundays and Tuesdays.

TELEGRAPHS

Urgent Press Service to Empire Points

As from the date of this issue of the Post Office Circular an URGENT PRESS Service is being introduced "Via Imperial" to all Empire points except Canada (Pages 510-511 Supplement to Post Office Circular) at half the ordinary rate, i.e.,

To Great Britain and Eire .... 9c. per word
To other Empire points .... 15c. per word

Such traffic would rank in precedence of transmission **after** British Government, most immediate, immediate and important, and before Government telegrams with no priority indication.

Urgent Empire Press telegrams must bear the indicator "Urgent Press."

Postmasters should make appropriate notation of this service on page 510 of the supplement to the Post Office Circular dated March 30th, 1939.

Empire Rate Extended to Transjordan

As from 1st December next Transjordan is included in the Empire points to which Empire flat rates including GLT Press and special Urgent Press applies, "Via Imperial."

Postmasters should add this to the list of Empire points on page 511 of the supplement to the Post Office Circular dated 30th March, 1939, and erase the word "Transjordan" on page 510 under the heading of **Empire Cable Rates.**

Traffic

The total number of paid telegrams transmitted during October was 45,274, of which 3,010 were sent by the Priority Service. The total number for October 1938 was 41,646, of which 1,692 were sent by the Priority Service.

The total number of service messages for October was 5,776, as against 6,505 for October 1938.

The total number of deadhead messages for October was 2,166 as against 1,595 for October, 1938.

Renewed attention is drawn to the necessity for using the service and deadhead message systems only in cases of emergency.

The public message service consisted of 8,283 words, which is equivalent to 5,520 tele- [illegible] red with October 1938 of 2,400 telegrams.

Errors, Delays and Failures

During the month of October there were recorded 19 errors, 5 failures and 2 failures of priority service.

Errors:

Between	Topsail and Port Union	1
"	Corner Brook and St. John's	2
"	Lushes Bight and Pilley's Island	1
"	Englee and Roddickton	3
"	Englee and Campbellton	1
"	Grand Bank and Placentia	2
"	Deer Lake and St. John's	1
"	Gambo and St. John's	1
"	Placentia and St. John's	1
"	Hr. Grace and St. John's	1
"	Catalina and Topsail	1
"	Garnish and Placentia	1
"	St. John's and Topsail	1
At	Burin	1
"	Campbellton (Relief)	1

Failures:

At	St. John's	4
Between	Pool's Cove and Placentia	1

Failures of Priority:

Between	Bishop's Falls (Relief) and St. John's	1
"	Badger and Campbellton (Relief)	1

Responsibility for the four failures at St. John's cannot be placed.

Fines of ten cents each were imposed on the following officials for errors in figures:—

Mr. R. Harris, Burin; Mr. J. J. Kearley, Campbellton; Mr. W. Noseworthy, Englee; Mr. M. Camp (Relief), Campbellton; Mr. W. Marsh, Garnish; Mr. C. D. B. Knight, Placentia.

Fines of ten cents each were imposed on the following for failures of service:

Mr. O. Bartlett, Pool's Cove; Mr. J. Williams, Placentia; Mr. P. Alexander, Badger; Mr. M. Camp (Relief) Campbellton.

Seasonal Wireless Office Closed

The seasonal wireless office at St. Juliens was closed 12th November, 1939. During the winter season the duties of Postmistress will be performed by Mrs. C. Davis.

ACCOUNTING

Stolen Canadian Postal Money Order Forms Recovered

The following Canadian Postal Money Order Forms reported stolen on page 632 of the Post Office Circular of 26th October, 1939, have now been recovered:

Moosonee, Ont. ..... Nos. 3715-06479 and 3715-06480

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries except Canada and the U.S.A. for the period 3rd to 9th November 1939 inclusive was $4.50 to the £1,

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 23rd. NOVEMBER, 1939

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

EMERGENCY STAMP ISSUE

On account of war conditions and the consequent disturbance of steamship sailings, a consignment of Postage Stamps of the two and four cent denominations, for which orders had been placed some months ago, is outstanding, and it has been necessary, in order to provide for the postal traffic during the Christmas pressure period, to overprint at two and four cents the five cent Royal Visit Stamp.

While a certain latitude may be allowed to meet requests apart from bona fide posters' requirements, the Department will be obliged, in order to conserve the stocks of these stamps for legitimate postal purposes, to limit the sales to business firms and private individuals to normal requirements. The public are, therefore, asked to co-operate in this respect and abstain from making abnormal demands on the Post Office Counter Clerks for supplies in excess of their immediate needs.

In view of the abnormal transportation facilities between Great Britain and Newfoundland it is felt that the general public will appreciate the necessity for this restriction on the sale of these overprinted stamps. As soon as additional supplies of the two and four cent postage stamps are received the public will be notified through the Press.

Postmasters are expected to observe these regulations and not, under any circumstances, to order supplies in excess of their normal requirements. Special orders from Philatelists or Stamp Collectors should under no circumstances be filled from the Post Office stock but the order, with the remittance enclosed, should be forwarded to Head Office addressed to the Secretary. Excess orders received from any Postmaster, unless it is definitely stated that the stamps have been used for purely postal purposes, will render the official concerned liable to disciplinary action.

SAVINGS BANKS

Savings Bank Post Offices have been opened at the following Post Offices on the dates shown:

Twillingate ..... 10th November
Fogo ..... 14th November

TRANSFERS

Placentia ..... Mr. L. Vallis, Postmaster and Operator at Burin, to be Assistant at Placentia as from the 1st November, 1939.

Burin ..... Mr. E. D. Chislett, Assistant at Topsail to be Postmaster and Operator at Burin as from the 16th November, 1939.

VACANCY

Topsail ..... Applications addressed to Secretary Department of Posts and Telegraphs will be received up to the 28th November for the position of Assistant at Topsail at a salary of $660.00 per annum rising by annual increments of $40.00 to $1140.00 per annum. Wireless and typewriter qualifications are essential. Applicants will please state name in full, date of birth, educational qualifications, departmental experience, whether married or single and the names of two people outside the service to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness. Officials of this Department wishing to offer themselves for the vacancy must do so through their immediate superior officer, giving all the information required above.

CENSORSHIP

The attention of Postmasters is directed to the instructions appearing on pages 622 and 625 of the Post Office Circular.

Several letters have been noticed on which the address of the sender has not been shown either on the upper left-hand corner or on the back of the envelope. Parcels have also been noticed in the mails which did not bear the necessary certificate that the contents of the parcel had been examined by the Postmaster.

These instructions were issued to avoid delay on account of censorship and any items not complying with the instructions are liable to incur delay.

FINAL SAILINGS OF COASTAL STEAMERS

Below are given the final sailings of Coastal Steamers for the Season, subject to ice conditions:

Green Bay	The last trip for season will leave Lewisporte Wednesday, the 20th December, 1939.
Notre Dame Bay	Leaving Lewisporte Friday, the 29th December, 1939, making regular ports and leaving last port of call for St. John's direct.
St. John's-Humbermouth	Leaving Humbermouth last trip for season on Wednesday, the 6th December, 1939, and leaving St. John's Friday, the 22nd December, 1939, on last trip.
Fogo	Leaving St. John's on last trip for season on Friday, the 29th December, 1939.

MAILS

Local and Foreign Despatch by Express

Until further notice correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 4 p.m. on Thursdays, Sundays and Tuesdays.

Late fee letters at the General Post Office up to 5.15 p.m. on Tuesdays and Thursdays, and on the Mail Car at the Railway Station up to 5.50 p.m. on Thursdays, Sundays and Tuesdays.

Mailing of Parcel-Post Packages to Places Abroad for Christmas

In anticipation of the increased number of Parcel-Post Packages being mailed for foreign countries during the next few weeks the attention of Postmasters is directed to the following instructions and to those on pages 5, 84, 145 of the Post Office Circular.

In instances where parcel-post packages are presented simply "for mailing" the Postmasters should inform posters of the availability of the insurance service and endeavour to encourage the use of this service.

Every effort should be made to have foreign parcel-post packages properly prepared for mail and despatch, regard being had to the nature of the contents, the length of the journey, the numerous handlings and risks of concussion to which parcels for foreign destinations are subject en route.

Packages should be packed in canvas or similar material, heavy wrapping paper, or waterproof paper, lined with linen gauze, double faced corrugated boxes, or strong wooden boxes made of material at least a half inch thick.

If a parcel tendered for mailing is not, in the opinion of the Postmaster, properly packed for the length of the journey, and the protection of the contents, it should be refused.

Christmas gifts passing through mails for foreign destinations are also subject to censorship regulations as in the case of ordinary parcels.

Christmas Mails

Owing to censorship regulations and irregularity of sailings this Department is no longer advised of the sailing dates of foreign going ships. It is consequently impossible to set any specific dates for the closing of foreign mails for delivery by Christmas.

The dates shewn on pages 623 and 631 of the Post Office Circular are based on last year's despatches. Postmasters should advise the public to mail in advance of these dates.

As overseas shipping is now restricted there is likely to be delay in despatching mail. If members of the public ask for information regarding the despatch of foreign mails they should be advised that no such information can be given.

Courier Service Corrections

Postmasters will please note the change in the cessation of Summer and Commencement of Winter Services on Routes 1 and 2, and make the necessary corrections on page 637 of the Post Office Circular.

Route 1

Summer Service to Cease

(a) Holyrood to Colinet; (b) Salmonier to St. Mary's.
The last trip will be made over both these routes on Tuesday the 28th November.

Winter Service to Commence

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet.
The first trip will be made on Friday the 1st December, and every Tuesday and Friday thereafter until further notice.

Route 2

Summer Service to Cease

(a) Heart's Content to Whitbourne.
The last trip will be made on Monday the 27th November.

(b) Heart's Content to Carbonear; (c) Heart's Content to Brownsdale.
The last trip will be made Wednesday, the 29th November.

Winter Service to Commence

(a) Whitbourne to Green's Harbour; (b) Green's Harbour to Heart's Content.
The first trip will be made on Friday, the 1st December, and every Monday and Friday thereafter until further notice.

(d) Heart's Content to Brownsdale.
The first trip will be made on Tuesday, the 5th December, and every Tuesday and Friday thereafter until further notice.

TELEGRAPHS

Seasonal Office at Whites Road

The Seasonal office at White's Road which was opened on the 4th August, was closed on the 4th November, 1939.

Cable Rates to Ecuador

The rate on cable traffic to Ecuador has been reduced to full 51 cents, CDE 31, Deferred 25½, NLT $4.25.

Postmasters should make the necessary correction on page 509 of the Post Office Supplement 30th March.

Deferred Rates to Great Britain and Eire

As from the 1st December the rate on Deferred cablegrams (LC) will be half the ordinary, i.e. 9 cents per word instead of 8 cents as formerly.

Postmasters will please make the appropriate correction on page 509 of the Supplement to the Post Office Circular of the 30th March, 1939.

ACCOUNTING

Preparation of Money Orders

With the approach of the Christmas season the volume of Money Order business may be expected to increase. Postmasters should take particular care to see that Money Orders are properly prepared in the manner laid down from time to time in the Post Office Circular. Care must be taken to use the correct exchange tables.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Hopeville, Ont. ..... No. 3200-07671.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Flat Creek, Ala. ..... Nos. 39247-39400 inclusive.
Thermal, Calif. ..... Nos. 94801-95000 inclusive.
Harleton, Tex. ..... Nos. 66801-68000 inclusive.

The above orders if presented at a Newfoundland office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders issued on Great Britain and Foreign countries except Canada and the U.S.A. for the period 10th to 16th November inclusive was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 30th NOVEMBER, 1939

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

Post Office Savings Banks

Post Office Savings Banks were opened at the following places on the dates shewn:

Wesleyville ... 21st November, 1939
Greenspond ... 25th November, 1939

RESIGNATIONS

Grand Falls ..... Mr. John Ginn, Letter Carrier, effective 12th November, 1939.

TRANSFERS

Belleoram ..... Mr. R. Harris, Assistant at Burin, to be Postmaster and Operator at Belleoram as from the 21st November, 1939.

Burin ..... Mr. S. Dicks, Postmaster and Operator at Belleoram, to be Assistant at Burin as from the 21st November, 1939.

Notice to the Public

From time to time notices for exhibition on the public side of the office are forwarded to Post Offices. Such notices should be placed in as conspicuous a place as possible and where convenient the attention of the public should be drawn to it.

The notices should be displayed no longer than is necessary. For example, notices calling for applications should be removed the day after applications close. The same applies to notices sent from the Department of Natural Resources regarding the establishment of Saw Mills. The notices issued recently by the Foreign Exchange Control Board however should be exhibited until further notice and renewed when they become soiled.

Enlistment for War Services

Proclamations have been issued calling for recruits for His Majesty's Forces at Home and Overseas.

Officials of the Department of Posts and Telegraphs wishing to enlist in any of His Majesty's Forces should make application to the Secretary seeking permission to offer their services. Normally this permission will be granted. There may, however, be cases in which it would not be in the interest of the Department to release an official. In such cases permission may be withheld.

Any official who is accepted for enlistment after having obtained the Secretary's permission will be reinstated in the Department after demobilization, if he has not suffered disability rendering him unfit for post office service, and his service for the purpose of pension will not be considered as having been broken by his temporary absence during service in His Majesty's Forces.

No such guarantee can be given to officials who enlist without first having received the permission of the Secretary or against his wishes.

Outbreak of War

Wth the issue of the Post Office Circular dated the 23rd November, 1939, each office was supplied with a white paper entitled "Outbreak of War." This paper was distributed so that those officials who wished might have a permanent record of important statements made by the leading Statesmen of Great Britain and France on the events leading up to the present conflict.

Any Postmaster who has not received a copy of the white paper, and who is desirous of having one, should make application to the Staff Clerk.

MAILS

Winter Courier Services

From the 1st January, 1940, to 30th April, 1940, and if Necessary to 15th May, 1940

The following Winter Courier Services will be in operation for the period named above:—

(1) BONNE BAY TO ENGLEE SECTION.

(2) HAMPDEN TO ENGLEE SECTION.

The distribution offices, together with a list of offices for which these distribution offices serve as a distribution point, are given on page 425 of the Post Office Circular of 24th November, 1938.

Revision of Rates for Air Mail

Rates for Air Letters Addressed to Countries Served by U.S.A. Foreign Air Mail Services

In view of the adverse operation of the rate of exchange between this country and the U.S.A. and because payment for mail carried by the U.S.A. Foreign Air Mail Services on behalf of this Country must be paid in American funds, it has again become necessary to revise the schedule of air postages given on page 583 of the Post Office Circular. These rates should be cancelled and from the date of receipt of this Circular the following rates will be in force:

Country	Cents per half ounce
Argentina	.71
Bahamas	.18
Barbados	.36
Bermuda	.18
Bolivia	.54
Brazil	.71
British Guiana	.54
British Honduras	.36
Canal Zone	.28
Chile	.71
China	1.23
Columbia	.54
Costa Rica	.28
Cuba	.18
Dominican Republic	.18
Ecuador	.54
El Salvador	.18
French Guiana	.54
French West Indies	.28
Guadeloupe	.28
Guam	.71
Guatemala	.18
Haiti	.18
Hawaii	.36
Honduras Republic	.18
Hong Kong	1.23
Jamaica	.18
Japan	1.23
Leeward Islands	.28
Martinique	.28
Mexico	.18
Nicaragua	.71
Panama	.28
Paraguay	.71
Peru	.54
Puerto Rico	.18
Siam	1.06
Surinam	.54
Trinidad	.28
Turks Island	.18

Uruguay	.71
Venezuela	.36
Virgin Islands	.18
Windward Islands	.28

Local and Foreign Despatch by Express

Until further notice correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 4 p.m. on Thursdays, Sundays and Tuesdays.

Late fee letters at the General Post Office up to 5.15 p.m. on Tuesdays and Thursdays, and on the Mail Car at the Railway Station up to 5.50 p.m. on Thursdays, Sundays and Tuesdays.

TELEGRAPHS

Christmas and New Year Greetings Service

A local Christmas and New Year Greetings Service will be put into operation again this year under the rules and regulations set down in the Post Office Circular of the 2nd December, 1937.

It should be noted that **ALL** Greetings messages, whether of fixed text or sender's own composition, must be delivered on the special Greetings forms enclosed in the Greetings Envelope.

Acceptance

Christmas and New Year Greetings Telegrams of fixed text will be accepted at all Postal Telegraph and Telephone Offices throughout Newfoundland at special rates as from 9 a.m. 14th December, to 6 p.m., 6th January inclusive for all parts of Newfoundland, Battle Harbour, Cartwright, Hopedale and Port Hope Simpson, Labrador.

Messages of **fixed text** will not be accepted for **Newfoundland points** on 23rd December, except those HANDED IN ON REPLY BLANKS or which are genuine replies. This is essential in order to avoid last minute filing and to prevent heavy congestion of circuits on this date.

The nineteen prepared messages shewn below are available for use:—

1. A Merry Christmas and a Happy New Year.
2. Very Merry Christmas to you. Same old wish, always new.
3. Best wishes for a Merry Christmas and a Happy New Year.
4. Love and best wishes for Christmas and the New Year.
5. Love and best wishes for Christmas and the New Year to all at home.
6. Love and best wishes for Christmas and the New Year from all at home.
7. A very Merry Christmas and Happy New Year to you and yours.
8. We all join in sending love and Season's Greetings.
9. May health and happiness be yours at Christmas and throughout the New Year.
10. I wish I might be with you to wish you in person a Merry Christmas and a Happy New Year.
11. Love and best wishes for a Happy New Year.
12. Many thanks for your good wishes, reciprocate heartily.
13. Best wishes for a happy and successful New Year.
14. Wishing you all good cheer and a Happy New Year.
15. Your good wishes are heartily reciprocated. May the New Year bring you all prosperity.
16. To our friends overseas we send best wishes for a Merry Christmas and a Happy and successful New Year.
17. At this festive season we would express appreciation of the cordial relations between us and extend to you our best wishes for the New Year.
18. We are thinking with pleasure of our mutual relations during the year which has passed and beg to extend to you our best wishes for the New Year.
19. Thanking you for agreeable business relations during the year which has passed, we beg to extend to you our best wishes for the New Year.

The signature is limited to three words.

Telegrams with fixed text should carry the indicator GTG, followed by the number of the message selected in place of the check.

The date and time of acceptance should be noted on the office copy at the filing office, but should not be transmitted on messages destined to Newfoundland points.

Fixed text messages for Labrador will show the date for checking purposes, but not the filing time.

Greetings messages of sender's own composition will be accepted at full rate for points in Newfoundland and Labrador and will be delivered on the decorative form.

Transmission

Greetings Messages will be subject to no artificial delay and should be sent in order of acceptance as far as possible.

While every effort will be made to expedite this class of message so that delivery will be made on or before the appropriate holiday, fully paid traffic and commercial messages serving business interests must not be subordinated to it.

The filing time and date shewn on the office copy at the point of origin will not be transmitted on Newfoundland messages, but the date will be transmitted on messages for Labrador for checking purposes.

Delivery

Special forms and envelopes will be mailed to all Post Offices, Telegraph and Telephone Offices throughout Newfoundland which must be used in the delivery of greetings messages.

It is the Department's aim as far as possible to deliver every greetings message on a special greetings form. If any office uses up its supply of forms ordinary telegraph forms should be used.

Messages should be typed at offices where there are typewriters. Where typewriters are not available the message should be written in ink in plain, neat handwriting. Messages must not be delivered written in pencil.

Miscellaneous

For checking purposes messages of fixed text handed in on any date up to and including 30th December will be treated as if filed on 30th December. Those filed between 1st January to 6th January inclusive will be checked as if filed on the latter date.

To provide for the anticipated increase in traffic more forms have been mailed to the different offices than was used last year, but if any office runs out of forms those left over from last year should be used.

Christmas and New Year Rates

Fixed Text Messages

Between all points in Newfoundland ... 15 cents
To Battle Harbour, Cartwright, Hopedale and Port Hope Simpson (Labrador) ... 30 cents

ACCOUNTING

Special Requisitions for Postage Stamps

In view of the increased postings which it is anticipated will take place during the Christmas season Postmasters should examine their existing stocks of stamps in order to ensure that sufficient stamps will be on hand to supply the demands of the public during this period.

A special requisition for increased supplies should be forwarded to Headquarters marked "Christmas Supply." The increase in stamp credit will be allowed up to, and including, the 15th January, 1939.

Postmasters are warned against ordering stamps of the 2c. and 4c. denomination in excess of their normal Christmas supply.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:

New York Sta. 265, N.Y. ... Nos. 50350-50400 inclusive

The above Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937 and page 58 of the Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and foreign countries except Canada and the U.S.A., for the period 17th to 23rd November, 1939, inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 7th DECEMBER, 1939

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

PROMOTIONS

Grand Falls ..... Mr. H. Wells, Letter Carrier, to be First Letter Carrier as from the 1st December, 1939.

Grand Falls ..... Mr. L. Wicks, Messenger, to be Letter Carrier as from the 1st December, 1939.

APPOINTMENTS

Grand Falls ..... Mr. Earle Way, to be Messenger as from the 1st December, 1939.

Fogo ..... Mr. Thomas Loder, to be Messenger Assistant as from the 1st December, 1939.

RESIGNATIONS

Clarenville ..... Miss Flora H. Balsom, Postmistress and Operator, effective the 31st December, 1939. Miss Balsom is resigning to be married.

Burnside Miss Alma Oldford, Postmistress and Telephone Attendant, effective the 15th January, 1940. Salary $60.00 per annum. Applications close the 8th January, 1940. Advertised locally

Burgoynes Cove Miss Phoebe Steele, Postmistress and Telephone Attendant, effective the 31st December, 1939. Salary $60.00 per annum. Applications close the 27th December, 1939. Advertised locally.

VACANCY

Clarenville .. Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 19th December, 1939, for the position of Postmaster and Operator at Clarenville. Salary $720 per annum. Morse Telegraph qualifications essential. Applicants should state name in full, date of birth, educational qualifications, departmental experience and the names of two persons outside the service to whom application may be made with reference to character.

The successful applicant will be required to furnish a certificate of medical fitness.

Officials already in the Service desiring to offer themselves for this vacancy must do so through their immediate superior officer, giving all the particulars requested above.

Change in Location of Post Office

Newfoundland Airport ..... The Post and Telegraph Office at the Newfoundland Airport was transferred to a room in the Administration building on the 2nd December, 1939.

The office is accessible to the public through a grill in the vestibule at the front of the building.

All the Department's telegraph lines in that vicinity have been looped into the new office and an emergency connexion made with the traffic room of the air service for after hours and night service with the Head Office at St. John's.

MAILS

Local and Foreign Despatch by Express

Until further notice correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 4 p.m. on Thursdays, Sundays and Tuesdays. Late fee letters at the General Post Office up to 5.15 p.m. on Tuesdays and Thursdays and on the Mail car at the Railway Station up to 5.50 p.m. on Thursdays, Sundays and Tuesdays.

Christmas Mails for Newfoundland Except St. John's

Postmasters should make the following corrections in the latest times of posting in St. John's, of mail addressed to various parts of Newfoundland in time for delivery by Christmas, published on page 642 of the Post Office Circular of the 16th November, 1939:

(c) FOR PLACES ON THE STRAITS OF BELLE ISLE ROUTE
Noon Thursday, 7th December.

(d) FOR PLACES ON THE S.W. COAST
Noon Tuesday, 12th December.

(f) FOR PLACES IN N.D.B. NORTH AND SOUTH
9 p.m. Saturday, 9th December.

(g) FOR PLACES ON THE FOGO SERVICE
Noon Tuesday, 12th December.

Winter Courier Services

From the 1st January, 1940, to 30th April, 1940, and if Necessary to 15th May, 1940

The following Winter Courier Services will be in operation for the period named above:—

(1) BADGER TO SEAL COVE SECTION.

(2) BISHOPS FALLS TO BOTWOOD SECTION.

(3) NORRIS ARM SECTION.

(4) EXPLOITS SECTION.

The distribution offices, together with a list of offices for which these offices serve as a distribution point, are given on page 430 of the Post Office Circular of the 1st December, 1938.

Identification British Air Craft

To facilitate recognition of British Aircraft the red and blue round markings on the side of fuselage are being repainted as follows:—

A blue ring surrounding a white ring, the latter surrounding a red centre, viz., the colours reading from the centre are red, white and blue.

All fleet air arm aircraft are to be painted to conform.

The above notice refers to British Army Aircraft and is published for the information of Post Office officials only.

Should any Post Office official observe any aircraft bearing different markings, report should be made immediately to the Secretary by telegraph, giving all possible information as to markings, and direction of flight.

Care should be taken to ensure the secrecy of the report.

TELEGRAPHS

Change in Cable Rates to Ecuador

Postmasters should disregard the change in cable rates to Ecuador shown on page 647 of the Post Office Circular, and substitute the following:—

GUAYAQUIL SALENAS				ESMERALDES (ST. ELENA)			
Full Rate	Code Rate	NLT 25 Wds. or Less	NLT Rate per Word	Full Rate	Code Rate	NLT 25 Wds. or Less	NLT Rate per Word
.61	.37	$5.09	.20-1/3	.63	.38	$5.75	.21

ALL OTHER PLACES

The necessary correction should also be made on page 509 of the Tariff Supplement.

Urgent Press

Urgent press Traffic will be accepted via Commercial Cable Company at half the ordinary rate to and from Great Britain and Northern Ireland.

The indicator "URGENT PRESS" must appear as the first two words in the address. Such messages, except those on which priority has been indicated, will be subordinated to official government messages, and will take turn with other urgent rate messages. See page 643 of the Post Office Circular of the 16th November, 1939.

ACCOUNTING

Remittances on Miscellaneous Account

Certain Postmasters, when remitting small amounts of cash on Miscellaneous Account, i.e., for unpaid matter (taxed letters), Postage Due Stamps or Registered Envelopes, show in the Accounts Report to what account such amounts are credited **but** in the General Remittance Form they fail to show to what account these amounts are remitted. This causes considerable inconven-

d to see that there is no further evidence of neglect in this direction

Refund Notices Not Properly Completed

The following instruction appears on page 372 of the Post Office Circular of the 18th August, 1938:

> "Duty Cash refund notices are frequently returned to Postmasters by reason of the fact that they are not properly signed and/or completed. These notices must bear the name of the payee, the signature of a witness to the payee's signature, also the office date stamp showing when the notice was brought to account."

The failure of certain Postmasters to observe this instruction necessitates the return of these notices to the offices concerned thus causing much delay in accounting. Suitable notice will in future be taken to any Postmaster failing to complete Duty Cash Refund Notices as instructed above.

Exchange on U.S.A. Money Orders

Contrary to instructions issued in the Post Office Circular on page 632, some Postmasters are including exchange on U.S.A. Money Orders with their total commission or debit error notices.

It must be clearly understood that all entries shown on form 1018 are for separate accounts and entries must be made in such a way as not to disturb the accounting system at the Head Office.

For the guidance of Postmasters it is suggested that the space between items 4 and 5 on the old account form be used for exchange on U.S.A. Orders. On the new form item No. 6 may be used for this purpose.

As some Postmasters are not making the entries for exchange on the issue sheets as directed, these Postmasters are again reminded that Column 12 of the issue sheet is to be used for Exchange on Money Orders issued on the United States.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:

Chicago, Sta. 134, Ill. ..... Nos. 150302-150400 inclusive

The above orders if presented at a Newfoundland office must not be paid. Postmasters should follow the instructions given on page 31 of Post Office Circular of 7th January, 1937, and page 58 of Post Office Circular 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and foreign countries except Canada and the U.S.A., for the period 24th to 30th November, 1939, inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 14th DECEMBER, 1939

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

TRANSFER

Topsail ..... Mr. V. H. Tilley, Postmaster at Bishops Falls, to be Assistant at Topsail. Mr. Tilley will take up his new duties on or about the 1st January, 1940.

VACANCIES

Bishops Falls ..... Postmaster and Operator. Salary $780 per annum.
Argentia ..... Postmaster and Operator. Salary $420 per annum.

Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 19th December, 1939, for the above vacancies. Morse telegraph qualifications essential. Applicants should state name in full, date of birth, educational qualifications, departmental experience and the names of two persons outside the service to whom application may be made with reference to character.

The successful applicant will be required to furnish a certificate of medical fitness.

Officials already in the service desiring to offer themselves for either of the above vacancies must do so through their immediate superior officer, giving all the particulars requested above.

PAYMENT OF SALARY AND PENSION CHEQUES

Salary and Pension cheques for December, will be issued on Monday, the 18th December, 1939.

MAILS

Local and Foreign Despatch by Express

Until further notice correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 4 p.m. on Thursdays, Sundays and Tuesdays. Late fee letters at the General Post Office up to 5.15 p.m. on Thursdays and Tuesdays, and on the Mail car at the Railway Station up to 5.50 p.m. on Thursdays, Sundays and Tuesdays.

Winter Courier Service

From the 1st January, 1940, to 30th April, 1940, and if Necessary to 15th May, 1940

The following Winter Courier Services will be in operation for the period named above:—

(1) BONAVISTA BAY NORTH VIA GAMBO TO LUMSDEN.

(2) BONAVISTA CENTRE VIA ALEXANDER BAY STATION TO GOOSEBERRY ISLAND.

The distribution offices together with a list of offices for which these offices serve as a distribution point are given on page 438 of the Post Office Circular of the 15th December, 1938.

TELEGRAPHS

Christmas and New Year Greetings Messages to Points Outside Newfoundland

The text and numbers of GTG messages to places outside Newfoundland are the same as those used last year, and they are to be found on page 651 of the Post Office Circular of the 30th November, 1939.

Because of censorship restrictions only English and French languages will be admitted.

The signature is restricted to three words; and as the censorship regulations require that each telegram must carry a signature, showing the surname of the sender it may not always be possible to construct a signature to conform to these regulations. In this case the greeting cannot be forwarded in the GTG classification.

For identification purposes the sender's full name and address should be written in the appropriate place on the sending form.

This service will not be admitted to Great Britain, Northern Ireland and those European countries with which telegraphic communication is now suspended.

The service to Canada and the United States will be the same as last year.

The Irish Free State will also admit GTG messages on the same basis as last year.

The rates will be as follows:—

United States	65c.	including tax
Canada: Ontario and Points East of Ontario	65c.	" "
" Manitoba and Points West of Manitoba	80c.	" "
Irish Free State and European countries admitting same	$1.10	" "

Messages of Sender's Own Composition

XLT telegrams of sender's own composition have been made available to all countries where the NLT service is in operation, with a few exceptions.

The rate for the XLT service is one-third of the full, with a minimum charge for ten words. (Note: For such messages of more than ten words the cost will be computed by multiplying the number of words by the full (ordinary) rate and dividing the result by three. If fractions of 1/3 or 2/3 result they should be rounded up to the next higher cent).

The French administration will admit XLT messages to France, Algeria, Tunisia and Morocco. Messages in this class may be accepted to points in the United States on a minimum of fifteen words for 80 cents, and 4 cents for each additional word. The symbol, address and signature are not counted.

Delivery

All Greetings Telegrams irrespective of whether they are fixed text, or sender's composition should be delivered on the special Christmas Greetings card.

Greetings messages received prior to the 21st December may be held until that date, but on and after the 21st December they should be delivered as promptly as possible.

Routing of Telegrams

Various complaints have come to hand in regard to the routing indicator on telegrams being dropped, especially on Christmas messages.

While it is appreciated that this may happen in isolated cases during the very heavy pressure of Christmas traffic, the Department will endeavour to carry out the wishes of the sender in this respect and avoid any inference of arbitrarily directing the route of messages in defiance of the sender's wishes.

Attention is particularly drawn to this matter at this season and for the future guidance of all operators particularly at repeating stations.

Cables and Wireless, Ltd.

Cables and Wireless, Ltd., wishes this administration to note that the XLT service is not available over their system to Empire points, but advises that the GLT service is at the usual rate of 82 cents for twelve words and 6 cents for each additional word to Great Britain and Eire. To all other Empire points $1.30 for twelve words and 10 cents for each excess word.

The above rates include the ten cents tax.

The symbol GLT is counted but not charged for. See page 527 of the Post Office Circular.

The XLT service is accepted to all other points where it is operative.

GLT Service Extended to Burma and India

Cable and Wireless, Ltd., announces that the social letter service (GLT) is extended to Burma and India, as from the 14th December, 1939. This correction should be made on Pages 527 and 639 of the Post Office Circular.

Traffic

The total number of paid telegrams transmitted during November was 44,479, of which 2,666 were sent by the Priority Service. The total number for November 1938 was 38,145, of which 2,020 were sent by the Priority Service.

The total number of service messages for November was 5,330 as against 5,350 for November 1938.

The total number of deadhead messages for November was 1,581 against 1,470 for November 1938.

Renewed attention is drawn to the necessity for using the service and deadhead message systems, only in cases of emergency.

The public message service consisted of 6,297 words, which is equivalent to 4,200 telegrams, a decrease of 2,760 telegrams as compared with November, 1938.

Errors, Delays and Failures

During the month of November there were recorded 9 errors, and 1 failure.

ERRORS:

Between St. John's and Campbellton (Relief)	1
" St. John's (Relief) and Corner Brook	1
" St. John's and Deer Lake	1
" Burgeo (Relief) and Channel	1
" Little Bay and Little Bay Islands	1
" Campbellton and Exploits	1
" Trinity and Topsail	1
" Millertown and Campbellton (Relief)	1
" Placentia (Relief) and St. John's	1

FAILURES:

At St. John's	1

Fines were imposed on Mr. A. F. Molloy, Relief Operator, Placentia, and Mr. M. Carroll, St. John's, for error in figures.

The responsibility for the failure of service at St. John's cannot be placed.

In the error record for November, there were four instances where the name of the office of origin or destination was changed, and in the case of the destination, the messages were missent, resulting in a heavy delay in detecting and correcting the error.

The errors were as follows:—

Destination St. Jacques rendered St. John's, between Little Bay and Little Bay Islands.

Destination Heart's Desire rendered Heart's Delight between Millertown and Campbellton.

Office of origin Fogo rendered Fortune between St. John's and Deer Lake.

The above errors of service can only be attributed to carelessness and inattention on the part of the sending or receiving operator.

Owing to our telegraph circuits not being equipped with recording devices, it is difficult to place the error on the person at fault, and because of this, the Department is reluctant to impose a fine. If, however, such careless errors keep recurring, some disciplinary action will be imposed in an effort to eliminate them.

Acceptance of Cablegrams for Switzerland

Postmasters are advised that messages for delivery in Switzerland may be accepted only at the senders risk.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of October, 1939:—

Office	No. of Errors	No. of Orders Issued and Paid During October
Badger	4	168
Botwood	7	371
Broad Cove, B.D.V.	4	90
Buchans	6	1233
Campbellton	4	113
Cape St. George	4	23
Corner Brook	6	1420
Fortune Harbour	8	99
Gambo	9	175
Grand Falls	5	1052
Harbour Buffett	6	33
Harcourt	4	20
Lamaline	4	99
Little Bay, N.D.B.	7	105
Lower Island Cove	5	38
Nippers Harbour	4	114
Port Saunders	5	71
St. Davids	5	149
Stephenville Crossing	4	122

Total number of Orders issued during October	18,715
Total number of Orders paid during October	8,085
	26,800
Total number of Errors	343
Percentage of Errors	1.28
i.e. approximately 13 errors in every 1,000 Orders issued and paid.	
Total number of Figure Errors	170
Percentage of Figure Errors	.63
i.e. approximately 6 errors in every 1,000 Orders issued and paid.	

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and foreign countries except Canada and the U.S.A., for the period 1st to 7th December, 1939, inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 21st DECEMBER, 1939

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

TO THE POST OFFICE STAFF

I wish to take this opportunity cordially to wish every Post Office official in the Administration the compliments of the Season. At this time, when the Post Office, as the medium through which so large a part of the season's greetings is conveyed, is placed under a severe strain, I am sure the staff will, as hitherto, give of their best in the spirit of goodwill so appropriate to the season of the year. I would like especially to greet those officials in the distant and remote outports upon whose service the public rely and of whose work the Department is not unmindful. May the New Year bring peace and prosperity to all.

J. HAIG-SMITH.

APPOINTMENTS

St. John's Telegraph Delivery..... Mr. Patrick Byrne, to be Messenger as from the 1st December, 1939.

St. John's Telegraph Delivery..... Mr. Albert Rollings, to be Messenger as from the 1st December, 1939.

PROMOTION

St. John's General Post Office ..... Mr. R. Wheeler, Letter Carrier, to be Assorting Clerk in the General Post Office, as from the 1st December, 1939.

CENSORSHIP

Code Permissible in Official Telegrams

The following notice was sent to all Offices in the Daily Despatch of the 16th December, 1939:—

"Telegrams exchanged between the Department of Customs, St. John's, and its officials in the Outports may be transmitted in Code."

(Sgd.) CHIEF CENSOR.

MAILS

Cancellation of Postage Stamps

On page 33 of the Post Office Circular of the 14th January, 1937, and page 197 of the Circular of the 28th October, 1937, instructions were given regarding the proper cancellation of Postage Stamps. It has recently come to notice that certain offices are despatching mail without first making sure that all the Postage Stamps have been cancelled. The following officers are at fault in this respect:—

Corner Brook
Heart's Content
Joe-Batts-Arm
Long Harbour, P.B.
Port Blandford

Postmasters should in future take care to see that all stamps used for the prepayment of postage are properly cancelled with a clear impression of the date stamp.

Return of Empty Mail Bags

On page 641 of the Post Office Circular of the 16th November, 1939, Postmasters were requested to return all surplus mail bags to Head Office. Although there was a good response to the request it appears that some offices are waiting until the end of the month to make their returns.

Postmasters are now instructed to return surplus empty bags on hand with each mail sent to St. John's.

Addressing of Mail to Members of His Majesty's Navy

Postmasters should copy the following Notice neatly in ink if a typewriter is not available and exhibit it in a convenient and conspicuous place in their offices and, where desirable, attention should be directed to it.

NOTICE

Addressing of Mail to Members of His Majesty's Navy

The general public is advised that when sending mail to members of His Majesty's Navy they should address it as under:

Number (if any), Rank and Name

H. M. S. ....

% G. P. O.,

London, E.C. 1.

Any other form of address is liable to cause delay in delivery.

Correspondence from Members of H. M. Navy on Service Afloat

During the course of the present War this Administration has agreed to accept and deliver free of any surtax any unpaid or insufficiently prepaid correspondence posted by members of H. M. Navy on service afloat coming into this country for delivery. Care should be taken, however, that this privilege is not abused. Such correspondence may be recognised by the stamp impression "Received from H. M. Ships" or the office date stamp impression which includes the words "H. M. Ships."

All other unpaid or insufficiently prepaid correspondence except that noted on page 631 of the Post Office Circular of the 26th October, 1939, must be treated in the normal manner.

Local and Foreign Despatch by Express

Until further notice correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 4 p.m. on Thursdays, Sundays and Tuesdays. Late fee letters at the General Post Office up to 5.15 p.m. on Thursdays and Tuesdays and on the mail car at the Railway Station up to 5.50 p.m. on Thursdays, Sundays and Tuesdays.

Changes in Main Line Train Schedule

The three express trains per week will continue until the 30th December, 1939.

From Monday the 1st January, 1940, express trains will leave St. John's 5 p.m. on Mondays and Thursdays.

There will be no express train from St. John's on Sunday the 31st December, 1939.

Any change in the Branch Line Schedule will be notified at a later date.

Mail Transfer Receipts

With the commencement of the Winter courier services the attention of all Postmasters is again drawn to the instructions appearing on page 358 of the Post Office Circular of the 28th July, 1938, and page 441 of the Circular of the 22nd December, 1938.

It is essential that on the arrival and despatch of mails receipts for the number of bags received or despatched must be given to, and obtained from, the courier. Before the receipt is given the bags must be examined to make sure that they are in good condition, that is, that they do not appear to have been tampered with in any way.

"Postmasters' Mail Transfer Receipt" (Form 1225) and "Couriers' Mail Transfer" Receipt (Form 1224) are supplied to every Post Office. Postmasters must see that an adequate supply of these forms is always on hand. When existing stocks are nearly exhausted a fresh supply must be obtained from the Controller of Stores.

The attention of all mail couriers and ships' crews must be drawn to the above instructions and to those appearing on pages 358 and 441 of the Post Office Circular.

Courier Services

In order to correspond with the change in the train schedules the following changes will take place in the undermentioned Courier Schedules:—

(1) **Whitbourne to Heart's Content:**

Effective from Tuesday, the 2nd January, 1940, the couriers will leave Whitbourne and Heart's Content each Tuesday and Friday morning, and exchange mails at Green's Harbour. On Friday the return trip to Whitbourne should be made in sufficient time to connect with the Express due there at 7.30 p.m. on that day.

Postmasters at offices between Blaketown and Heart's Content (both inclusive) should note that the outward mail may be despatched via Heart's Content and Whitbourne.

There is a courier service from Heart's Content to Carbonear on Mondays and Wednesdays of each week.

Foreign and local mails for North and West despatched by this route will connect at Brigus Junction with the express leaving St. John's 5 p.m. Monday and Thursday of each week.

Mail for St. John's is scheduled to arrive at 9.15 p.m. on the same days.

(2) **Carbonear to Old Perlican:**

Effective from Wednesday the 3rd January, 1940, the couriers will leave Carbonear and Old Perlican on Wednesday and Saturday of each week and exchange mails at Ochre Pit Cove.

The courier from Grate's Cove to Old Perlican, and Bay de Verde to Old Perlican should connect on Wednesday and Saturday evenings provided the courier to Ochre Pit Cove returns in sufficient time, and weather conditions permit. If not, connexions should be made on Monday and Thursday mornings. Offices on the route from Carbonear to Old Perlican should report to each other the time of arrival and departure of the couriers.

TELEGRAPHS

Inter Empire Social Letter Service (GLT)

The Social Letter Service (GLT) is available via "Commercial" and "Anglo" as from the 14th December, 1939, between Newfoundland and Great Britain, Northern Ireland and Irish Free State (Eire), on the same basis as set forth on pages 527 and 639 of the Post Office Circular.

Messages must carry full mail address and be of a purely social or non-commercial personal nature.

The only accessory service admitted in GLT messages is prepaid reply. The indicator GLT must appear as the first word in the address.

Rate from any part of Newfoundland, thirteen words or less (including the indicator) 72 cents and six cents for each additional word.

The above rate does not include the 10 cent tax.

ACCOUNTING

Money Orders for C.O.D. Parcels

The following instructions regarding disposal of Money Orders in payment of C.O.D. parcels were issued on page 16 of the Post Office Circular of the 10th December, 1936, and page 64 of the Circular of the 4th March, 1937:—

"Postmasters should note that when an order is issued in payment of a C.O.D. parcel the order and coupon advice must be sent direct to the sender of the parcel."

It has recently come to notice that some offices are forwarding Money Orders and coupon advices, in payment of C.O.D. parcels, to the Head Postmaster. This practice must cease; Postmasters should send the Money Order to the payee.

Exchange on Money Orders on United States

The attention of Postmasters at Money Order offices is directed to the following in regard to Exchange collected on Money Orders on theUnited States:—

This amount is collected from the remitter for payment to the United States on the Money Orders which are actually paid in United States currency in that country. As some of these orders, however, are returned to the remitter and presented at Newfoundland offices for repayment, the Exchange collected on these orders is also repayable to the remitter.

For accounting purposes the entry for exchange repaid should be shown on the 'Paid Sheets" as separate items. In such cases the amount of the Money Order should be shown on the "Paid Sheet" in columns 4 and 5 and "Exchange repaid" in columns 4 and 10, the latter which is now headed "Sterling" should be headed "Exchange repaid."

Stolen United States Money Order Forms Recovered

The following U.S.A. Money Order Forms reported stolen, on page 648 of the Post Office Circular, have now been recovered:—

Flat Creek, Alabama .... Nos. 39247 to 39400 inclusive.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and foreign countries except Canada and the U.S.A. for the period 8th to 14th December, 1939, inclusive was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 28th DECEMBER, 1939

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

DATE STAMPS

Postmasters are reminded that the year type "40" should be substituted for "39" in the date stamps of their offices as from the 1st January.

CENSORSHIP

Admission of Code

As from the 1st January, 1940, the use of the following Commercial Codes will be allowed in telegrams to and from Newfoundland:—

Bentley's Word Phraseology,
Bentley's Complete.
A. B. C. 6th Edition,
Petersen Edition.

Senders will be required to file de-codes with their telegrams, and these de-codes must be transmitted with the telegrams from the office of origin to St. John's, where they will be passed over to the Censorship Staff for verification. The Code itself will be transmitted in the same manner as an ordinary telegram. The translation will be addressed Censorship, St. John's, and sent as a flat rate telegram, designated by the prefix F. R. after the check. The message in which the translation of a Code Telegram is sent to the Censors must take the following form:

Department of Posts and Telegraphs,

Sending Form

Check ....F.R.

To Censorship,
St. John's.

The following is the translation of .... code to .. ..

Sgd. .....

It is most important that the translation be transmitted immediately after the Code Telegram itself. Otherwise, unneccessary delay may be caused.

The name of the Code used will be signalled at the end of the preamble, after any route instruction. The following abbreviations will be used for the four codes:—

Bentley's Word Phraseology	—Bensec.
Bentley's Complete	—Bencom.
A. B. C. 6th Edition	—Abc.
Petersen Edition	—Pet.

In addition to the regular charges on Code Telegrams, a uniform flate rate surcharge of 25c. will be made in respect to all outward Code Telegrams accepted in Newfoundland. Amounts collected in respect of this surcharge must be shown in the checks as a separate item, for example, an office whose day's business is one telegram to St. John's, on which 35c. was collected; one telegram to New York on which $1.60 was collected; one code telegram for Montreal on which normal charges were $2.00 would send his check in the following way:—O.L. $3.60 —F.R.. .25c.—Cash $4.20.

Postmasters must not communicate the above instruction to the public.

The following Notice which was sent to all offices in the Public Despatch of the 28th December should be copied and posted in the lobby for the information of the public.

NOTICE

As from the 1st January, 1940, the use of the four under-mentioned commercial codes will be allowed in telegrams to and from Newfoundland:—

(1) Bentley's Word Phraseology,
(2) Bentley's Complete,
(3) A. B. C. 6th Edition,
(4) Petersen Edition.

Senders must file de-codes with their telegrams, and indicate on the telegram itself the name of the Code used.

A uniform surcharge of twenty-five cents, in addition to the normal charges, will be made in respect of all code telegrams accepted in Newfoundland for despatch to places abroad, whether they are to be despatched prepaid or collect. No surcharge will be made in Newfoundland in respect of incoming telegrams.

CHIEF CENSOR.

MAILS

Local and Foreign Despatch by Express

Correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 4 P.M. on Thursday the 28th December. Late fee letters at the General Post Office up to 5.15 P.M. and on the mail car at the Railway Station up to 5.50 P.M.

Correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 3 P.M. on Monday the 1st January. Late fee letters on the mail car at the Railway Station up to 4.50 P.M.

Postmasters are reminded that Air Mail correspondence for Great Britain and Transatlantic Countries may still be accepted for despatch by Express to New York. At New York such correspondence will be forwarded by Pan American Airways plane to Lisbon, Portugal, and thence to the office of destination by surface means.

The appropriate Air Mail postage for this service is 30 cents per half ounce and must be prepaid in addition to the normal postage applicable to the country of destination.

All Air Mail correspondence should be endorsed "By Air Mail from New York" and should bear the blue air mail label.

Winter Courier Services

The attention of Outport Postmasters is directed to the following instructions which appeared on page 434 of the Post Office Circular of the 8th December, 1939:

"Immediately after the Coastal Steamers have finished their 1939 schedule the Winter Courier Services will commence.

The Postmaster at each starting point has been notified of the name and route of each contractor.

Mails will be despatched from St. John's on Railway connecting points on Mondays except in the case of Laurenceton, which will be despatched to Norris' Arm on Thursdays.

All offices will be notified by the Public Telegraph Despatch when the first mail for any route will leave St. John's. They should then advise the Couriers and have them make arrangements to commence the Winter Services. An outward mail must be taken by the first trip of the courier unless there has been a despatch by steamer on or about the same date.

Owing to the unreliability of weather and travelling conditions it is not possible to set any definite schedule for the Winter Courier Services. Couriers must, however, make proper connexions at Railway points and also, in the case of connecting courier services, with each other. Whenever a courier takes an inward mail to an office he must take an outward mail on his return journey and if necessary must wait at his connecting point to receive the outward mail from the connecting courier. The distribution points for the Winter of 1940 will be the same as those for 1939.

When one courier is due to start from a distribution point immediately after the arrival of another courier, mails for onward conveyance to other offices must be assorted and despatched before those for distribution in the settlement. Postmasters at these connecting distribution points must not allow any representations from the public in their own settlements to interfere with the proper carrying out of this instruction.

It is the duty of each Postmaster to see that the courier has provided proper and sufficient coverings for the protection of the mail against damage by water and weather conditions. If the courier has not made this provision the Assistant Secretary should be notified.

Couriers should be advised that their contracts must be signed, and their signature witnessed, and returned to the Assistant Secretary by the first mail after their receipt.

All bills for Courier Services must be certified by the Postmaster and forwarded to the Assistant Secretary at the end of each month. If Postmasters have not the proper courier bills on hand they should apply to the Stores Department, General Post Office, St. John's, for them.

Not more than a dozen courier bills are required each year by any Postmaster, unless there is more than one courier operating from his office, in which case he may require a dozen bills for each courier.

Reports on Christmas Mails

Postmasters will please answer the following questions and send their replies to the Assistant Secretary by mail after the Christmas pressure period is over. For the purpose of the report, the Christmas pressure period will be considered to extend from the 15th December, 1939, to the 6th January, 1940, inclusive. These reports should be as brief as possible. There is no need to copy out the questions. The numbersof the questions should be written down and answers given opposite.

(1) Was there any delay in either the receipt of the inward or despatch of outward mails; if so what was the cause?

(2) Were mails received in good condition; if not, was the damage serious and what was the cause of such damage?

(3) Was there any misassorted mail received at your office; if so, what quantity was received and what offices were at fault?

(4) How many bags of mail were (a) received inward and (b) despatched outward during the pressure period? Give separate figures for letter and parcel mails where necessary.

(5) Did you have a sufficient supply of stamps on hand to meet the increased demand during the pressure period?

(6) Are there any points with reference to the Christmas mail service which you would like to bring to notice, with a view to effecting an improvement in the service next year?

TELEGRAPHS

Storage Batteries and Delco Chargers

The attention of all offices, at which storage batteries and Delco chargers have been installed, is again directed to pages 207 and 208 of the Post Office Circular of the 11th November, 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during

frosty weather by giving them a short charge before the Staff leaves the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that the oil in the base of the engine is changed as set forth in the instruction book and that the engine is never started without first making sure that the base is full of oil.

ACCOUNTING

Money Order Sterling Rate of Exchange

The exchange rate on Money Orders drawn upon Great Britain and Foreign Countries except Canada and the U. S. A. for the period 15th to 21st December inclusive was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

x-
the

HE 6530.6 N43
1939
REFERENCE

Author - Auteur Publisher, Secretary to the Department of Posts and Telegraph, St.John's Nfld.

Title - Titre
Newfoundland Official Post Office Circular 1939

Name of Borrower	Nom de l'emprunteur	Date due-d'échéance

22/02/80
REFERENCE

GretagMacbeth™ ColorChecker Color Rendition Chart